



Floodplains by Design Grant Program

2023-25 Funding Guidelines

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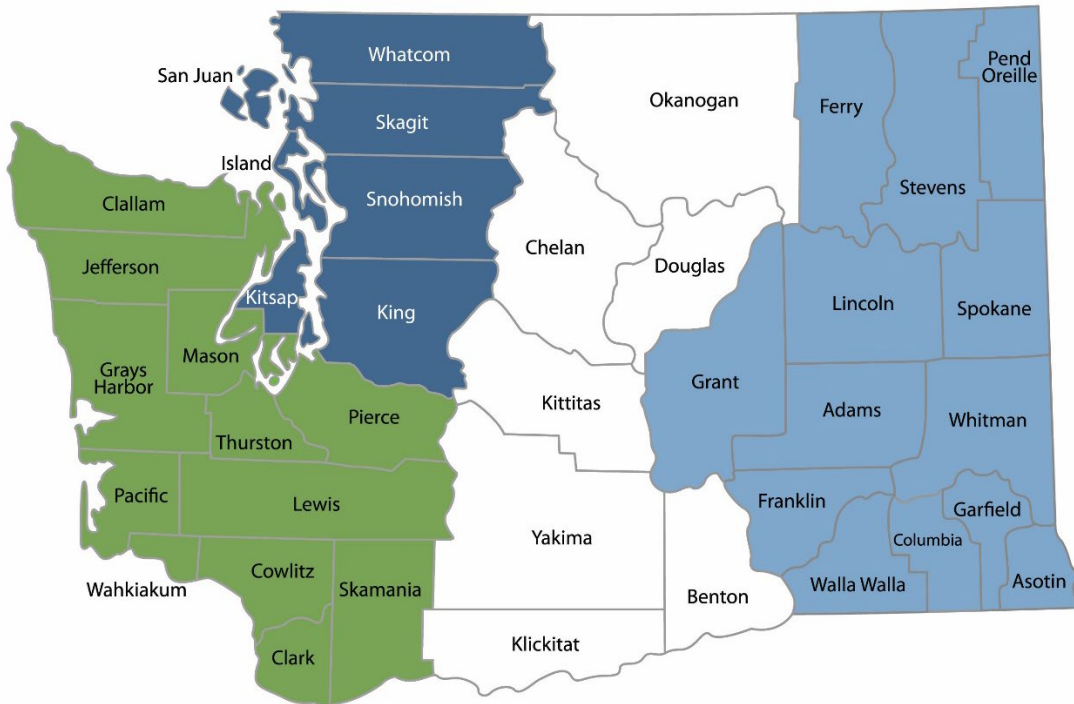
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Department of Ecology's Regional Offices

Map of Counties Served



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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DEPARTMENT OF
ECOLOGY
State of Washington

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Chapter 1: Program Overview

Floodplains by Design (FbD) is a partnership of local, state, federal and private organizations focused on coordinating investment in and strengthening the integrated management of floodplain areas throughout Washington State. Floodplains are vital to the ecological health of the state. They are critical to the economic vitality, cultural heritage and quality of life provided by our region—from salmon to farmland and commercial development, and recreational opportunities.

The Washington State Department of Ecology’s (Ecology) Floods and Floodplain Management Division administers the Floodplains by Design grant program under a biennial funding cycle. Ecology awards grants on a competitive basis to eligible entities for collaborative and innovative projects throughout Washington State that support the integration of flood hazard reduction with ecological preservation and restoration and preservation and improvements to agriculture.

Proposed projects may also address other community needs, such as preservation of agriculture, improvements in water quality, or increased recreational opportunities provided they are part of a larger strategy to restore ecological functions and reduce flood hazards. This document describes the intent of the program, and how to apply for funding, meet program requirements, and manage funded projects.

Grant Program Intent

Washington State’s rivers and their floodplains and estuaries deliver a wealth of economic, natural and cultural benefits to our communities. Yet floodplain management has not kept pace with our growing communities. People are living in the path of flood waters; our water quality is on the decline; and habitat critical to restoring salmon and orca populations is disappearing.

In the past, floodplain management was often provided by numerous entities, each with a narrow focus and sometime at odds with the focus of others. Rather than maximizing the goods and services derived from floodplains, this “silo” approach to floodplain management led to unintended consequences, inefficiency and conflict.

The FbD grant program seeks to advance integrated floodplain management strategies and projects that consider a broader variety of ecological functions, values, and benefits to the affected human communities. Projects can have a higher likelihood of success when they improve ecological function, reduce flood risk and meet other community needs because they are more likely to garner the necessary community support and public funding.

Integrated Floodplain Management Description

The goal of Integrated Floodplain Management (IFM) is to improve the resiliency of floodplains for the protection of human communities and the health of ecosystems, while supporting values important in the region such as agriculture, clean water, a vibrant economy, and outdoor recreation. IFM solutions should be locally-driven and solve multiple floodplain management challenges.

IFM aims to move past single focus or “siloed” management efforts that can lead to unintended consequences, toward a holistic, collaborative model that works at a scale that matters to maximize benefits and reduce costs to people and nature. IFM embraces a holistic and collaborative approach to decision making that brings together multiple interests to find common agreement on local floodplain visions, strategies, and actions that achieves multiple benefits.

- Multi-benefit outcomes can include (but are not limited to):
- Reduced flood risks for communities, commerce, and agriculture
- Healthy habitats for fish and wildlife
- Resilient communities and ecosystems
- Minimized flood damage
- Productive, viable agriculture
- Safe and sustainable development
- Jobs and sustainable livelihoods
- Sustainable supply of clean water
- Recreation and open space.

In 2018, the Floodplains by Design team developed an initial draft set of ten elements of integration that should be considered in integrated floodplain management processes at the local scale. Not all local areas will be making progress on each element, and various elements will be at different levels of sophistication and depth at different times. The figure below shows the ten elements of integration with bullet points characterizing less robust to more robust efforts for each element. While the bullet points within an element progress from less robust to more robust, the overall pathway to more holistic and effective floodplain management paradigm can be non-linear. Increasing robustness in one element may reduce the robustness of another, which can be a sign of increased overall robustness. For instance, a small group of people can have a very robust set of goals. As the group expands and includes more interests, the concurrence on the goals may naturally become less robust in the short term. However, this “regression” in goals is actually a sign of overall progression of the effort.

The elements of integration are intended to be a tool for local practitioners to identify the next best step for IFM in their area. It is not intended to be used to “score” the integrated floodplain management efforts of a local watershed because, as noted above, the assessment of where the area is in the overall process of integration may be challenging to discern from just assessing the status within each box.

How Integrated is our Floodplain Management?



Figure 1.

Ten elements of integrated floodplain management processes at the local scale. *Floodplains by Design: Toward a New Paradigm*. (The Nature Conservancy, 2018)

Characteristics of FbD Projects

Ideal projects are part of an integrated strategy designed to holistically manage the floodplain within a watershed or specific reach of a river. The strategy must identify means to reduce flood risk to affected communities, restore ecological function, support community and environmental resiliency to future climate impacts, and provide additional community benefits. In areas where agriculture is a land use, projects must minimize negative impacts to agriculture and identify strategies to support local agricultural interests. Projects should be part of a watershed or a reach-strategy that connect rivers with their floodplains, giving floodwater room to spread out and allowing room for the dynamic processes that form critical habitats to be restored. A river reach is a user-defined section of river that contains a unifying geomorphic, land-use, infrastructure or other characteristics. A watershed or reach strategy is generally based on a technical assessment of the river or reach, and a robust stakeholder process that results in agreement on objectives and a set of integrated actions. A project on an individual site can in itself contain all the required benefits for flood risk reduction, ecological function and community interests, or it can be one or more component(s) of a coherent larger strategy that collectively achieve all the benefits. If it is the

latter, the project proponent must demonstrate how the project fits into a larger strategy that has broad support of the affected communities. It is important for project sponsors to explain in the long description and other relevant sections how their project considers either a watershed scale, reach scale, or site scale approach.

Watershed scale projects are not simply a collection of individual projects, but an integrated combination of projects that work together to achieve the project objectives. It is important to explain how integration is being achieved and how different project components are connected or related. Additionally, any Floodplains by Design projects, regardless of scale, are expected to adhere to a 2 to 4 year timeline.

The focus of the Floodplains by Design program are the major rivers and their estuaries in a given watershed. Major rivers and estuaries are where the most extensive flood risks exist, where the greatest ecological restoration opportunities reside, and where much of our best agricultural soils are located. Projects on large river systems are more likely to receive funding than projects on small river systems or creeks. The table in [Appendix F](#) outlines measures for key outcomes of FbD projects. Grant proposals should explain project outcomes in these terms, or, if a grant proposal is for feasibility or early design work, project proponents should include analyses in their application that will provide this information.

Reduce Flood Risk and Damage

Floodplains by Design projects must reduce flood risk to communities or be part of a strategy that reduces flood risk. A Floodplains by Design project must reduce flood risk on both a short-term and long-term basis. Many existing flooding problems are anticipated to increase in the near future due to climate change and development pressures from a growing population. FbD projects must develop solutions that address existing flood risk and also consider the effects of projected changes to river flows, sea level rise, sediment delivery and other factors that could increase flood risk in the future.

One approach to lasting solutions is to move people and infrastructure away from the river, remove impediments to flow, and provide more floodplain area for floodwater conveyance and storage. Flood risk reduction measures should not encourage new land development that increases potential future flood risk. It is important to note that projects that address flooding due solely to drainage problems do not meet the flood risk reduction intent of FbD, although it can be part of a larger project. This is discussed further in the agriculture section below.

Floodplains by Design can support redevelopment and improved flood resiliency in historically established and substantially built-out urban areas. However, to reduce long-term flood risks all projects should consider whether moving people and infrastructure away from the river and out of high-risk areas is feasible. Except in situations where a community has no other options for meeting appropriate growth targets, projects that induce additional urban development and impervious surface within floodplains will not score well.

The flood risk reduction component of the FbD project should include a quantified demonstration of improved flood safety for an area and a demonstration of no adverse impact (that the project will not worsen flood damage anywhere else). Additionally, flood risk reduction measures should not create adverse ecological impacts. Feasibility and design projects should include appropriate analysis of anticipated changes to flood risk in the scope of work so that these outcomes are understood prior to advancing to the next project phase. Construction project proposals should be able to quantify flood risk reduction resulting from the proposed actions.

Ecological Restoration and/or Preservation

Floodplains by Design projects must have a significant ecological restoration component or be part of a watershed or reach strategy that will significantly restore ecological function. The ecosystem restoration or preservation component of the FbD project should include a quantified description of restored ecosystem processes and functions, including benefits to salmon. Projects that clearly address recovery priorities for salmon species that are ESA-listed or are the preferred prey of endangered Southern Resident Killer Whales will score higher. A higher probability of long-term ecological benefits will be provided by projects that maintain or re-establish natural processes and functions, taking into account future conditions. Where it is not feasible to have the restoration in the same location of a flood risk reduction action, the restoration can occur in the same reach provided it's part of an integrated strategy. Ecological restoration measures should not increase the risk of flood damage to existing uses in the floodplain. A higher probability of long term ecological benefits will be provided by projects that maintain or re-establish natural processes and functions. Projects should also consider the effects of climate change and accommodate future anticipated changes to river flows, sea level rise, sediment delivery and other factors that affect ecosystem function and habitat formation (see Climate Change section, below).

Preservation Enhance and Preserve Agriculture

Where Floodplains by Design projects are proposed in agricultural areas, local agricultural interests must be engaged in project development as part of the project partnership so that their needs and concerns are addressed. The needs and priorities of a particular place and community, and means to address them, will vary by location, but might include improvements to drainage or irrigation infrastructure, or protection of farmland with easements.

Drainage (and irrigation) infrastructure is an important issue in maintaining agriculture in many floodplains and is often intertwined with flood control infrastructure. As described in the flood risk reduction section above, projects that address flooding caused solely by poor drainage are not considered flood risk reduction projects in the context of FbD. However, projects that include a drainage (or irrigation) improvement element to benefit agriculture, in addition to a flood risk reduction component consistent with the FbD intent, can score points in the agriculture category.

Environmental Justice, Public Participation and Diversity, Equity, and Inclusion

Recent studies have shown that flooding disproportionately affects vulnerable populations. Not only are lower income individuals more likely to live in neighborhoods that are susceptible to flooding, they are also significantly disadvantaged in recovering from flood damage (Sherwin, 2019). Therefore, it is important to consider diversity, equity, and inclusion when developing a project. Floodplains by Design applicants should reference the resources below to help them identify vulnerable populations, and craft their proposals to be beneficial to those communities.

“Overburdened communities” are defined as “communities that experience disproportionate environmental harms and risks due to exposures, greater vulnerability to environmental hazards, or cumulative impacts from multiple stressors.” *Environmental Justice Task Force Final Report, Environmental Justice Task Force, 2020.* ²

Below are a few examples of mapping resources that show where underserved communities are located, and how they are impacted. We encourage you to use the mapping resources below to help describe how the project will benefit underserved communities.

- [Senate Bill 5141 - Healthy Environment for All \(HEAL\) Act](#)³
- [Washington Environmental Health Disparities Map](#)⁴
- [Washington State Employment Security Dept. Distressed Areas Map](#)⁵
- [Washington State Environmental Justice Task Force Final Report \(2020\)](#)⁶
- [US Environmental Protection Agency Environmental Justice Screen](#)⁷

Cost Effective

Strong FbD projects will also be cost effective. Cost effectiveness is demonstrated by quantifying the cost of the proposed multi-benefit approach and comparing to the cost of alternative approaches to manage flood risks, restore ecological function and habitat, and address relevant agricultural needs. This may include anticipated reductions in long-term infrastructure maintenance and flood damage costs. Project applications should have a clear

² [https://healthequity.wa.gov/Portals/9/Doc/Publications/Reports/EJTF%20Report_FINAL\(1\).pdf](https://healthequity.wa.gov/Portals/9/Doc/Publications/Reports/EJTF%20Report_FINAL(1).pdf)

³ <http://lawfilesexternal.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5141-S2.SL.pdf?q=20210521101530>

⁴

<https://www.doh.wa.gov/DataandStatisticalReports/WashingtonTrackingNetworkWTN/InformationbyLocation/WashingtonEnvironmentalHealthDisparitiesMap>

⁵ <https://esd.wa.gov/labormarketinfo/distressed-areas>

⁶ [https://healthequity.wa.gov/Portals/9/Doc/Publications/Reports/EJTF%20Report_FINAL\(1\).pdf](https://healthequity.wa.gov/Portals/9/Doc/Publications/Reports/EJTF%20Report_FINAL(1).pdf)

⁷ <https://www.epa.gov/ejscreen>

and appropriate scope of work and budget, and include the proportion of match that is being provided and the other fund sources leveraged by the project.

Other Community Needs

Strong Floodplains by Design projects may also include actions to address other community needs that are compatible with flood risk reduction and ecological restoration, including improved water quality, increased recreational opportunities, or other needs specific to a particular community. What these other benefits look like will depend on the needs of a particular community and actions the community determines are most appropriate to address their needs. Water quality improvements might include riparian planting, removing impervious surfaces, or reducing non-point pollution from homes or farms. Increased recreational access might include increased miles of trail, or additional boat ramps or fishing access points. Project applications that demonstrate community engagement and efforts to address other community needs in an inclusive and equitable manner will be scored higher.

Partnerships

Integrated floodplain projects, by their nature, require that a variety of interests and organizations coordinate and collaborate to develop projects. Depending on the location, scope and affected interests of a particular project, proponents will develop partnerships with some or all of the following groups:

- Flood/Floodplain management authorities
- Ecosystem restoration and salmon recovery entities (e.g., Lead Entities, Local Integrating Organizations, etc.)
- Agricultural interests and organizations
- Tribes
- Community recreation departments and organizations
- Local governments such as cities, towns and counties
- Economic development organizations
- Environmental organizations
- Federal and state natural resources agencies

Because there is a match requirement (see Match section in Chapter 2), all Floodplains by Design projects are financial partnerships. Past projects have included funding from federal or state grants such as the Salmon Recovery Funding Board and National Oceanic and Atmospheric Administration, local flood control districts, counties or cities, and/or United States Army Corps of Engineers, among other sources.

It is critical that partnerships form early in the project development process. Proponents should identify the organizations and parties that may have an interest in the project and reach out to

them early and often so that all interests are represented, needs and concerns are heard and addressed, and the resulting project is supported by all affected parties. There is no boiler plate list of groups for any project or even particular organizations for a given interest group. It is up to the local project sponsor to determine the organizations and interests that are relevant to a particular watershed river reach or project. The application should include a narrative that describes the outreach that was done and specific involvement of interests related to the project. Ideally, project applicants will receive the written support of interested organizations and individuals.

Climate Change

Floodplains by Design encourages integrated approaches that consider climate impacts on floodplain systems. Climate change is projected to alter floodplain hydrology, sedimentation and sea levels throughout Washington State and as such is a significant concern for all aspects of floodplain management. The extent and frequency of flooding is projected to increase in the future, resulting in higher flood risks to human communities and further impacts to salmon populations. Projected low summer flows may cause warmer water temperatures that exceed the thermal threshold for salmon, and is an important concern for potentially limiting water availability for farms. Increases in sea levels will increase the risk to coastal areas from storm surges and inundation, and could impact drainage of coastal agricultural lands. Projected shifts in temperature and precipitation regimes are likely to compound existing stressors on floodplain habitats and salmon populations. Strong FbD proposals and project designs should consider the effects of climate change and address future changes to hydrology, sediment delivery, sea level rise, and other factors that affect floodplain systems. Strong FbD proposals will:

1. Identify critical impacts of climate change specific to the project area and stakeholder and Tribal interests. Many regions have completed vulnerability assessments or climate action plans that identify these key risks. In regions where these plans have not been completed, projects proponents can use the available regional data to make their best assessment of key impacts in their watershed.
2. Incorporate projections into project modeling and design plans so that there is confidence that projects will continue to meet flood and ecosystem goals into the future.

The discussion of climate change impacts on the project area and proposed actions should be included in the scored sections for Flood Hazard Risk Reduction, Floodplain Ecosystem Protection and/or Restoration, and Agricultural Benefits. This information will be used to determine the robustness and durability of proposed actions as related to flood, ecosystem and agriculture outcomes. Proposals that discuss the specific effects of climate change in the project or planning area, and describe how this information was used in project selection and design will result in more points than general regional concepts of climate change. Answers may be brief but should include:

- Citations of existing research / reports that are relevant to the project area.
- Consideration of impacts observed during historical events that can serve as an analog for future conditions (e.g., recent large flooding events, warming events/trends, etc.).
- Description of how climate change predictions were incorporated into or used during project site selection or design.
- Where possible, models/projections of future floodplain or nearshore inundation/risk.
- Description of confidence in flood, ecosystem and farm outcomes and for how long into the future.

Planning Projects are not funded by Floodplains by Design

Proposals that have a primary component of performing advance flood hazard reduction or mitigation planning are not eligible in this grant program. Applicants who are interested in developing or updating a flood hazard plan should refer to Ecology’s Flood Control Assistance Account Program for information about grants for planning efforts. If you have questions about whether your proposal is eligible for FbD please contact your Ecology regional floodplain management specialist, listed in the contacts section above, prior to submitting a pre-application.

Grant Program Details

Entities eligible to apply include:

- Counties, cities, and towns
- Special purpose districts, such as flood control districts
- Federally recognized tribes
- Conservation districts
- Municipal or quasi-municipal corporations
- Not-for-profit organizations that are recognized as tax exempt by the Internal Revenue Service

Note: Ecology will issue a grant to a single eligible Recipient that will be responsible for all Ecology-grant-required actions and will manage all grant deliverables. FbD grant Recipients may contract with other organizations and partners in a watershed where a large body of work will occur. The grant Recipient is responsible for billing, communication, and coordination of work with any contractors or project partners – it is not Ecology’s responsibility to work with the Recipient’s contractors or project partners directly unless special circumstances require Ecology guidance through approved protocols or other challenges the Recipient may not understand.

Eligible project activities include:

- Pre-construction planning
- Feasibility
- Design
- Permitting
- Construction
- Land Acquisition/Land Conservation/Easement Purchase
- Residential buy-outs and relocation costs
- Project-specific outreach and education components
- Riparian/wetland restoration
- Pre- and post-construction assessment elements

[Timeline and schedule for FbD projects, and the Capital Budget reappropriation process](#)

Funding for the Shorelands and Environmental Assistance Program’s Floodplains by Design grant program (SEA FbD) is provided through capital budget appropriations every two years. SEA FbD funding comes from the State Building Construction Account. The Department of Ecology expects projects selected for funding complete all work within four years.

When a project is expected to take more than the initial two-year budget cycle to complete, funding must be “re-appropriated” by the state Legislature. This is essentially re-authorizing the remaining funding for the project into the next two-year cycle.

Legislative staff make regular inquiries regarding Ecology’s re-appropriations. While these inquiries are not likely to result in re-appropriation reductions, it could impact the amount of new appropriation the program receives. The Legislature has discretion to reduce or eliminate re-appropriation funding and lower or eliminate new capital appropriations where large underspending occurs. This risk is higher for funding re-appropriations from the competitive State Building Construction Account.

To reduce the need for large re-appropriation requests from the capital budget, Ecology developed a Capital Budget Management Plan at the start of the 2021-23 biennium. The plan requires SEA FbD to emphasize readiness to proceed, careful monitoring of spending trends for all projects, and identify and correct any spending slowdowns. If SEA FbD projects need to have funds re-appropriated into a third biennium (working years five and six), the SEA FbD program will be required to report its rationale to Ecology’s Deputy Director and Chief Financial Officer. Their approval is needed to make a recommendation in the agency Capital Budget request to move SEA FbD funds into a third biennium.

The SEA FbD program is sharing this information with applicants and potential grantees to emphasize the need to select the right scale for a project that is achievable in four years or less. Funding projects beyond four years will require significant rationale and could be declined. Therefore, “right-sizing” a project and being ready to take major actions as soon as possible to complete work within four years is now the standard for all SEA FbD projects.

Statutory and administrative requirements

Statutory requirements, administrative rule uses and limitations, and program and agency policy provide the framework for the Funding Guidelines. Key statutes, rules, and policies include:

- [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (2017 Yellow Book)⁸
- [Senate Bill 5141](#)⁹ - *Healthy Environment for All (HEAL) Act*
- [Governor’s Executive Order 21-02](#)¹⁰

Ecology’s General Terms and Conditions **are nonnegotiable** and failure to accept these conditions, or any attempt to alter these conditions can result in revocation of grant awards.

Applicability of the Floodplain by Design Funding Guidelines

The Floodplains by Design program is strives for continual improvement. As such, funding guidelines and other aspects of the program will be routinely updated. These funding guidelines apply to all Floodplain by Design grants awarded during the 2023-25 biennium. They will be applied to all grant agreements completed and signed after publication. Certain elements of the guidelines may need to be incorporated into the Special Terms and Conditions of the grant agreements, as determined by the Floodplains by Design Grant program.

⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

⁹ <http://lawfilesexext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/Senate/5141-S2.SL.pdf?q=20210521101530>

¹⁰ <https://dahp.wa.gov/2102>

Chapter 2: Funding Program Details

This chapter provides a basic overview of the funding program, including applicant and project eligibility and funding provisions. More specific information about project eligibility may be found in the following chapters.

Ecology manages the Floodplains by Design program funding under a biennial funding cycle. Proposals are due in even-numbered years. Funds, if appropriated by the state legislature, are available starting in the odd-numbered year. Ecology reviews, rates, and ranks applications and then distributes funds to the highest priority grant projects.

Funding levels

Total funds available for Floodplains by Design have varied. The amount of funding available on a competitive basis for each State biennium is based on legislative directives. Ecology does not know the exact amount of funding available at the time a particular funding cycle begins. The amount of funding will not be known until state appropriations are made. Table 1 shows past funding availability.

Table 1.

Funding Appropriated by Washington State Legislature

Fiscal Year	Range of funding awarded	Funding Appropriated
FY 2013 Competitive Grants	\$50,000 to \$2,000,000	\$11,000,000
FY 2013 Proviso Grants	\$867,000 to \$7,881,000	\$33,000,000
2015-2017 Competitive Grants	\$560,000 to \$9,501,000	\$35,560,000
2017-2019 Competitive Grants	\$415,000 to \$7,750,000	\$35,388,073
2019-2021 Competitive Grants	\$516,000 to \$9,402,000	\$50,400,000
2021-2023 Competitive Grants	\$341,000 to \$10,000,000	\$50,900,000

Fund Request Limit

The Floodplains by Design grant program does not have a hard limit on the amount of funding requested. We encourage project sponsors to think holistically and in terms of complete solutions when putting projects together. However, in light of total funding and the significant

needs that exist across the state, Ecology has yet to fund more than \$9.5 million in any one FbD grant. Note that the total project cost may be well in excess of this amount, when required match, other funding sources and multiple project phases are included. If a project is submitted that enters into the higher levels of FbD-fund request, Ecology may ask the sponsor to consider phasing the project over time, reducing the scope of work, consider partnering with other available fund sources (e.g. local flood control district) or otherwise reducing their fund request.

Grant Match Requirements

Recipients with projects that don't meet the definition of Economically Distressed Community, as defined in [Appendix E](#), must demonstrate a twenty percent match. The FbD program offers extensive flexibility in terms of what constitutes match. Match can be shown in the form of: Flood Control Zone District, city, town, county, or federal funds; other grant funding; value of land previously acquired as long as the land is used for implementation of the project; time spent working on a project; or in-kind costs. If questions arise regarding match eligibility, please contact your Project Manager for more information.

There are three types of match as defined on p. 36-41 of the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (2017 Yellow Book).¹¹

- 1) Cash
- 2) In Kind Interlocal
- 3) In Kind Other

Cash match

Match may include cash expenditures, defined as eligible costs paid by the Recipient. Recipient cash match expenditures are not reimbursed by Ecology. For projects with a 20 percent match requirement, Ecology will reimburse the Recipient 80 percent of all eligible cash expenditures claimed throughout the life of the grant.

In Kind Contributions

Property or services that benefit a project and are contributed to the Recipient by a third party without direct monetary compensation. In kind includes interlocal costs, donated or loaned real or personal property, and volunteer services.

- 1) **In Kind Interlocal** - A type of contribution where both the grant or loan Recipient and the third party making the contribution are both government entities. Examples include local governments, federal or state agencies, or tribes, AND the contribution is made according to a valid written agreement, known as an Interlocal agreement (ILA), between the Recipient and the contributing entity.

¹¹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

The ILA details the work to be accomplished, i.e., the goods and services to be provided, and their value.

- 2) **In Kind Other** - A type of contribution where the third party making the contribution is not a government entity.

Examples of in kind other would be land acquisitions, other grants (see section below), or work paid with Recipient funds but not reimbursed as cash (donated to the project).

Land Purchase as In Kind Match

Land acquisition is commonly a necessary step in completing an overall project. This process is inherently opportunity based – it must have both an interested seller and funds available. Land acquisition over a period of time is an integral part of many FbD projects. The grant program recognizes the need for flexibility related to the timing of land acquisition that is use as match.

In select cases, the Floodplains by Design Grant Program can assist a local jurisdiction in meeting its match requirements by offering the following exception to the standard match approach:

- “Historical Acquisition” may be used as match as long as acquisition has been within the last ten years; has a direct relation to the current project; is able to provide a completed “Acquisition Report” to determine appraised value; and funded by a source other than Ecology.
- Valuation will be based on the original purchase value, or the current value, as supported by a recent appraisal, at the project sponsors discretion. The land must have been purchased within the last 10 years for the purpose of future flood risk reduction, habitat improvement, public open space, or other use consistent with the proposed project. If the property was purchased in the last 10 years and the purchase was supported by an appraisal, the purchase price of land that is necessary and reasonable to complete the project may be used as match. Note: The land value used as match cannot have been previously used as match for another grant.

Grants used to match other grants (as in kind match)

If a Recipient wants to use a grant from another funding agency as match, the Recipient should check with the funding agency issuing the grant to ensure that it can be used as match for an Ecology grant. The following applies when using other grants to match an Ecology grant.

- The matching grant cannot originate from the same funding source as the Ecology grant. NOTE: the funding source for Floodplains by Design is the State Building Construction Account.

- The scope of work on the matching grant must directly satisfy the portion of the scope of work on the Ecology grant where the work is contributed.
- The date that the costs for the matching grant are incurred must fall before the expiration dates of the Ecology grant.
- The costs incurred under the matching grant must be eligible according to all criteria for the Ecology grant.
- Funds, goods, or services cannot be used as match more than once.
- If you intend to use one Ecology grant to match an Ecology FbD grant, please contact your regional project manager, listed above, to discuss if that is allowable
- For volunteer in-kind rates and additional in-kind match information, see page 37 of the Administrative Requirements for Recipients of Ecology Grants and Loans (Ecology's 2017 Yellow Book), or ask your Ecology Financial Manager.

Ineligible Match Contributions

The following are examples of **ineligible** in-kind contributions:

- Contributions of overhead costs, per-diem, travel, and subsistence expenses.
- Contributed time from individuals receiving compensation through the grant, except when those individuals are off duty and contributing on their own time.
- Time spent at advisory groups or meetings that do not directly relate to the project.

Chapter 3: Eligible Project Types and Activities

Pre-Construction

Costs of preparing pre-construction documents, including reach studies and other area-specific assessments of floodplain conditions and needs; engineering reports; environmental review; and related work that lead to the identification of capital projects may be eligible for Floodplains by Design Program funding. Potential applicants are encouraged to check with your Regional FbD contact to ensure that your pre-construction project scope will be eligible.

Feasibility and Design

Floodplains by Design funds are allowable for both feasibility studies and design projects. Design project deliverables must be completed by an engineer licensed in the state of Washington. As a minimum deliverable preliminary designs of at least a 30% stage must be submitted by the completion of the grant agreement.

The Recipient of a feasibility and/or design project must submit preliminary designs / design report to Ecology's project manager prior to the final designs to ensure there are no adverse impacts to future restoration in priority habitats.

Construction

The Recipient of a construction grant must ensure that the project complies with the approved (signed and sealed) plans and specifications prepared by an engineer licensed in the State of Washington. Competent and adequate construction management and inspections are required. Projects that contain construction-only elements must be ready to start construction upon receipt of funding by FbD. That means acquisitions, design, permitting, etc. must be complete prior to award. A project that includes all elements, including acquisition, design, permitting and construction must present a schedule that completes the project in 2-4 years from funding award. The project may need to be "phased" into discrete, timely actions if construction would not occur for several years. In that case the pre-cursor activities e.g. design would be funded in one round, with construction applying for funding in a future round.

Design and construction combined

Applicants can apply for a combined design and construction project. All the applicable requirements for both design and construction projects apply. See the note in the construction discussion above on combining all elements of a project and the need to maintain a 2-4 year completion date.

Land purchase

Where purchase of land and/or easements is necessary for an FbD project, land purchase is an eligible project cost. This includes purchase of conservation easements, development rights or

fee title to land. Where the purchase of an entire parcel is necessary to obtain the required land, the proposal should be clear regarding management of the land obtained outside the project area. This land must be managed consistent with FbD objectives, and should avoid creating new residential or commercial-type development in flood-prone areas. Additionally, Floodplains by Design funds can be applied/used for a comprehensive river reach-based approach to land acquisition should multiple river front parcels become available.

Ecology can work through an escrow process, if needed, to assist the Recipient in the land acquisition process.

Land Purchase Usage and Restrictions: Eligible land costs are subject to the following limitations, in addition to other requirements of the agency:

- **Public Access** – Appropriate opportunities for public access must be provided to land acquired with FbD funds where feasible, unless an exception is granted. If a Recipient proposes to preclude public access from grant-acquired property, justification must be provided relating to public safety or other relevant features of the property and adjoining area

Please Note: Public access will not be required for the purchase of Conservation Easements.

- **State Agency Land Acquisition Prohibited** – State agencies are ineligible to receive FbD funds.
- **Willing Seller Only** – FbD land acquisitions are by willing sellers only. Acquiring land by condemnation or eminent domain are not eligible for FbD grant reimbursement.
- **If Relocation Needed** – Floodplains by Design will cover costs associated with relocation if needed. FbD recognizes that many entities and local governments follow the Federal Uniform Relocation Act (URA) and will work with local governments accordingly. Refer to the federal Housing and Urban Development website for more information.
- **Conservation Easements** – Ecology will normally hold third party rights to conservation easements, and that must be written into the Conservation Easement language. In some cases where more than one state agency is funding a project, each easement may have unique issues, but this is Ecology’s standard approach. Ecology may defer third party rights to another state agency (e.g. the Recreation and Conservation Office). Consult with your Ecology Project Manager if you have questions about Conservation Easements.

- **Life Estates** - A life estate is a real property interest in the form of a reservation on the deed that is held for the duration of a person's life. Ecology FbD may approve a life estate when all of the following conditions are met:
 1. The life estate does not unreasonably limit public use or achievement of the purpose of the Ecology FbD project agreement or Ecology FbD funding program.
 2. The life estate is for the owner(s) of the property only, not for successive generations.
 3. The impact of the reservation of the life estate is addressed in the valuation of the property. Appraisers must treat a life estate as an encumbrance.
 4. The terms or covenants of the life estate have been reviewed and accepted by Ecology FbD, including any assessment of flood threat or other life safety hazards presented by continued occupation of the property. These conditions must be approved by Ecology FbD prior to closing on the property. If they are not agreed to in writing prior to closing, the acquisition may be considered ineligible for Ecology FbD funding.

- **Acquisitions for More than the Appraised Value**
 1. Ecology FbD reimburses for property costs based upon the property's appraised value confirmed by an appraisal review. The appraised value is the just compensation for purchase of the property and the amount eligible for Ecology FbD funding and sponsor matching share. If negotiations with the property owner establish a higher price, the project sponsor may agree to pay a higher price and only seek reimbursement from Ecology FbD based upon the appraised market value.
 2. In limited circumstances, Ecology FbD may approve paying up to 10 percent more than the appraised market value of the property. Approval to pay more than the appraised market value is not approval for additional grant funds or a grant cost increase. It allows Ecology FbD to reimburse at the higher approved purchase price. Approvals are made on individual properties, not for the entire scope of a project. The Ecology FbD must approve requests for reimbursement above 10 percent of the appraised market value in advance.
 3. A project sponsor must request approval to pay more than the appraised market value before closing on the property. Ecology FbD will not approve a request to pay above the appraised market value if the request

is submitted after the project sponsor has closed on the property. The written request must address the questions below and include a copy of the appraisal, appraisal review, and draft Purchase and Sale Agreement or option agreement.

- What was the appraised value of the property?
 - What is the proposed purchase price?
 - Explain how the appraised value may not reflect the property's market value. Include adequate market data to substantiate the purchase price.
 - How far back in time or how far afield did the appraiser need to go to find comparable values? Were there adequate comparable properties readily available?
 - Are there any proposed interim land uses on the property?
 - How will the additional property expense impact the project scope? Will the original scope of work still be completed even if a higher purchase price is approved?
 - Are there alternative properties in the project agreement that could be pursued or is this property unique in some way?
- **Income from properties purchased with FbD funds**

Properties purchased with FbD funding may generate income, for example renting a structure or land. Income generated by these type of activities will be debited from the total eligible costs of the project, per Ecology Yellow Book requirements. Any income generated from properties purchased with Ecology FbD funds are not eligible as match.
 - **Renting, Leasing, Sub-letting or other use of properties purchased with Ecology FbD funds after closing**

Any future occupancy or use of the property should be discussed with the Ecology Project Manager prior to the local sponsor entering into said agreements. Ecology FbD funds are intended to reduce the potential for damage to property and the threat to human health and safety from flooding. As such Ecology has a vested interest in ensuring that those goals are met, and that any future use of the property during the life of the Ecology FbD grant does not undermine those goals.
 - **Deferring to Federal Acquisition processes and procedures**

In limited cases Ecology FbD may allow deferral to Federal acquisition processes and standards in lieu of our standard requirements. This is possible when there is a dedicated federal partner to the project that is providing funding or other direct support to the project, and has clearly defined acquisition procedures and processes that must be implemented by the local sponsor to the project.

- **Completion of Cultural Resource reviews prior to using grant funds to pay for acquisitions is required**

The Floodplains by Design program is aligning to the language of the Washington State Governor’s Executive Order (EO 21-02) where we will require successful completion of the EO 21-02 consultation process (i.e. Ecology issues a final determination authorizing the project) prior to the expenditure of the grant funds. For situations that require an escrow deposit be made by Ecology at the time of closing, Ecology must have successfully completed the EO 21-02 consultation process in order to fund the escrow deposit. The EO 21-02 process is not required if the acquisition is for purchase of an easement only.

In situations where a grant Recipient is able to close on a property with their own funding, the EO 21-02 consultation process doesn’t have to be completed prior to the grant Recipient closing on the property but it must be successfully completed prior to Ecology reimbursing for the acquisition at a later date. Ecology recommends completing the EO 21-02 consultation process prior to closing on future acquisitions to avoid the risk that consultation may lead the property to be ineligible for an FbD grant. However, we recognize that there may be situations where our grant Recipients are comfortable taking on the risk associated with closing prior to EO 21-02 consultation being completed and we will work to accommodate that choice. Always allow enough time for the entire process to be completed, which includes defined review periods, and formal decision by Ecology, prior to the need to close on a property. Not allowing sufficient time for the process to be completed may jeopardize a timeline negotiated with the seller.

Land Acquisition Documentation

When a land acquisition project is awarded funding; the Recipient is required to provide the following documentation prior to closing:

1. Acquisition Face Sheet *
2. Appraisal including: **
 - a. Name/Address of seller
 - b. General Vicinity Map

- c. Site Specific Map
 - d. Legal Description
 - e. Title Report
3. Appraisal Review by a qualified third party. **
 4. Offer letter of just compensation.
 5. Settlement Statement or equivalent.
 6. Hazardous Substances Certification*, and Property Assessment Checklist*, both signed by the County.
 7. Annotated photographic documentation of each property acquired in sufficient quantity and quality to document the state of the properties prior to and after acquisition.
 8. Statutory Warranty Deed Official Copy.
 9. Conservation Covenant Official Copy*: All properties acquired shall be protected as open space in perpetuity for floodplain functions (including dikes, levees and related structures), floodplain restoration, a natural riverine environment, and as applicable: agricultural uses, passive, non-motorized recreational uses, trails, wildlife observation areas, picnic areas, other public facilities consistent with the purposes of this covenant. (The Acquisition Report will include the pre-recorded Conservation Covenant. The recorded Conservation Covenant will be submitted to Ecology after recording with County.)
 10. Escrow Process (if applicable): if the RECIPIENT requires funds to acquire a property prior to closing, the RECIPIENT can request (an exception to ECOLOGY's reimbursement policy) by going through the escrow process. This process allows ECOLOGY to pay a RECIPIENT's grant funds in advance for the property acquisition through the title / escrow company.

The RECIPIENT, working through an established title company, will provide ECOLOGY with supporting documents including:

- a. (Red) Face Sheet for acquisitions;
- b. EAGL Payment Request/Progress Report;
- c. Title company's "Wire Transfer Request" with routing number, and wiring instructions for specific property referenced;

- d. Settlement Statement;
- e. Closing date of property.

ECOLOGY will wire funds to the title company for acquisition at the time of closing.

Note: Allow sufficient time for ECOLOGY and the Office of the State Treasurer to process documentation (a minimum of three (3) weeks prior to closing).

* The RECIPIENT will upload electronic acquisition forms in EAGL (in Application Menu; then View, Edit and Complete Forms; then Uploads.)

**When the estimated property value does not exceed \$25,000, and the acquisition is not complex, the RECIPIENT may be exempt from meeting appraisal and review appraisal standards. Such exemptions must be requested in writing and approved by the ECOLOGY Project Manager before the closing on the property. The RECIPIENT must follow the appraisal waiver standards in 44 C.F.R. § 24.102.

[Project specific outreach and education components](#)

Projects that require targeted project specific public outreach and education efforts are eligible for grant funding, as part of the larger project. Project specific outreach and education use effective methods and programs, to engage the public's interest in flood reduction and ecosystem restoration. Applicants should consider that the public has different levels of background knowledge of flooding and ecological restoration issues. Therefore, applicants should consider a multi-pronged approach to project outreach. Project outreach efforts should include:

- Targeting only audiences affected or impacted by the proposed project.
- Generating basic awareness of flooding and ecosystems for target audience.
- Educating at a more sophisticated level using comprehensive content.

[Removal of the Small Projects category](#)

We have removed the language and process around evaluating small projects. All projects, regardless of scope and funding request, will be evaluated using the same process and criteria. When a smaller scope or funding request is evaluated it will be given equal weight with larger, more expensive projects, if the proposal completely addressed the local need and/or performs the feasibility, stakeholder outreach, and other actions needed to develop a more complete project.

Bigger is not always better, and the ability of the proposal to fulfill the needs of the stakeholders in the affected area is the more important factor.

Riparian/wetland restoration, planting

Planning and implementing riparian and wetland habitat restoration projects are eligible grant components. If the project includes planting, you must provide a planting plan or description of how you will ensure plant survival and maintenance. More details are provided in Chapter 4.

Pre and Post project assessment

Project assessment both before and after project completion is important for tracking project results. Ecology may allow the use of grant funds for project assessments if the assessment takes place within the grant period. Typically, a Recipient undertakes pre and post project assessments to characterize, identify or quantify the existing conditions present at/on a particular site/area.

Prior to initiating environmental assessment activities, the Recipient must prepare a Quality Assurance Project Plan (QAPP); for more information, please review the QAPP discussion in Chapter 5, under *Agreement Conditions*.

Other Administrative costs

In addition to the project types above, a Floodplains by Design grant routinely covers costs for other administrative items such as grant management, obtaining required permits and approvals, completing Letters of Map Revisions or Conditional Letters of Map Revision (as required by 44 CFR 65.3), and other administrative requirements.

Ineligible Project Types

Remediation Projects

Floodplains by Design funds cannot be used for projects whose primary focus is remediation of toxic sediments or structures. Project proponents can receive guidance and are encouraged to work with the Department of Ecology's Toxic Cleanup Program (TCP) to address toxics on site prior to any application for Floodplains by Design funding.

Transfer of Development Rights (TDR) and Purchase of Development Rights (PDR) Programs

It has been established that Floodplains by Design funds cannot be used in TDR programs, but can be used in PDR Programs. In 2016, the Floodplains by Design Program sought WA State Treasury's input on the use of said funds in TDR and PDR programs. Treasury concluded that as FbD funds are public tax exempt and bonded funds, they are not appropriate for the TDR programs due to the potential of private gain with this public funding source. The Purchase of Development Rights (PDR) is acceptable and is an important tool in the FbD system. Grant Recipients should carefully consider if they want to use PDRs later in a TDR program before they utilize FbD funding.

Changes in Project Scope after Funding Award

Any project Recipient that significantly deviates from their original scope after award of funding may have their grant award reduced or re-scoped, at Ecology's discretion after discussion with the grant Recipient. In order for a re-scoping to be eligible, it must be consistent with the overarching strategy and elements described in the proposal that was evaluated during the scoring and ranking process. New scope elements that were not reviewed as part of the original proposal cannot be funded in the applicable round. Or, Ecology may decide to reprogram the entire award to another jurisdiction based on the nature of the scope change and whether the project still meets the original intent.

Any discussion of a proposed re-scoping effort must include consideration of the impact on invested stakeholders, including but not limited to; the local community, governmental agencies and tribes, elected officials, other funding agencies and sources that have invested in the project, agricultural interests, salmon recovery and ecosystem restoration interests, and floodplain management and emergency planning agencies and interests. The grant Recipient proposing the changes in scope must provide assurances that the stakeholders are still in support of the changes.

Chapter 4: Applying for Funding

The Funding Cycle

The application cycle for the 2023-2025 Biennium begins on November 1, 2021 when the Request for Proposals (RFP) is released. The deadline for submittal of pre-applications is January 14, 2022. Other important funding cycle dates for the current Biennium will be outlined on the Floodplains by Design grant webpage. The application process begins with brief Pre-Proposals submitted, then eligible projects are invited to give presentations on their project. Presentations last an hour or less and will be scheduled for the week of February 14-18, 2022. The format for the presentations will be made available in early December, 2021. All projects that are invited to give presentations will also be asked to submit full Proposals through our online EAGL system, where they are evaluated and scored, and finally a ranked list is developed and submitted to the Governor's Office of Financial Management and the State Legislature for consideration during the funding appropriation process. The amount of funding available varies; it is determined biennially by the state Legislature.

1) Pre-Proposals

A Request for Proposals (RFP) is released in the fall of odd numbered years, with a Pre-application form provided by Ecology. Applicants will prepare a brief Pre-application, describing the project scope and how the project advances both flood hazard reduction and floodplain ecosystem protection or restoration. Support (existing or in process) from floodplain stakeholders should be described, including the stakeholder groups identified, the nature of the interaction (e.g. advisory group, one-time contact with landowners, workshops, etc.) and any other process information around stakeholder engagement. The pre-proposal must indicate that at least the Lead Entity or the Local Integrating Organization (LIO) in applicable Puget Sound watersheds, and lead flood hazard authority have been contacted and that they are in support of the project.

The pre-application must include a discussion of how the project is consistent with local flood hazard plans, salmon recovery or habitat restoration plans, LIO ecosystem recovery plans (Puget Sound only), agricultural plans and related planning instruments. The pre-application form will provide a template that requires identification of the planning process, the entities involved, a reference to the appropriate plan, and how the project meets priorities set by those plans. The pre-application should describe other benefits of the project beyond flood risk reduction, such as agricultural benefits, salmon recovery, water quality improvements, or enhanced recreation, and should describe the integration and collaboration efforts that led to this proposal. The pre-application should also delineate a project schedule and deliverables. In addition, the pre-application must provide a preliminary budget for the project and the amount and source of match. Pre-applications will be submitted in PDF form to Ecology, then evaluated by Ecology flood team staff and the FbD Management Team, and the top pre-applications best meeting the objectives of the FbD program will be invited to submit full proposals.

One application encouraged for watersheds and sub-watersheds.

In order to promote Integrated Floodplain Management and coordination of all stakeholders, applicants are encouraged to submit a single, full application for activities within a watershed (defined for these purposes as a WRIA). During the pre-proposal evaluation process Ecology will flag multiple submittals from the same watershed (WRIA) or sub-watershed area, and encourage the sponsors to discuss their proposals with each other if they have not already done so. We recognize that this is not always feasible, and we are not limiting the number of applications in a given area, but want to encourage coordinated planning and solutions.

Evidence of discussions between project sponsors for more than one project in a watershed is an indicator of the level of integration and cooperation occurring in a watershed and may increase scores in the integration section of the full application.

For this purpose, watersheds are defined in [Appendix A](#), also known as Water Resource Inventory Areas (WRIAs).

2) Project Presentations

Projects that are approved to advance past the pre-proposal phase are invited to provide a presentation to the FbD Evaluation team. The presentation format will be provided in early December, 2021. The date and time of the presentation will be scheduled by Ecology after pre-applications have been screened, but will occur during the week of February 14-18, 2022.

3) Full Proposals

Full proposals will be submitted via Ecology's EAGL (Ecology Administration of Grants and Loans) in the spring of even numbered years. To access the system, applicants must first:

1. Register for a Secure Access Washington (SAW) online services account.
2. Register as an EAGL User.

To register for a SAW account, visit Secure Access Washington in order to access the EAGL system. SAW accounts may take some time to set up, so starting early is encouraged. Each staff member of an organization that will have a role in the project (e.g., project manager, financial manager, and grant signatory) must each establish their own separate SAW account before you can apply. You may not share a SAW account with another person or organization.

4) Evaluation Panel

Ecology uses a team of technical experts to evaluate and score full project proposals based on responses provided on the application and then develops the final list with the Floodplains by Design Management Team based on other program policies and priorities. The Flood Hazard/Risk Reduction, Floodplain ecosystem protection or restoration and Collaboration and Integration categories have 60 points available each, which reflects the importance of those three categories. Agricultural benefits also has a separate category due to its importance in many floodplain areas as there is a need to understand the potential impacts and benefits to

any proposed actions in agricultural areas. For a more complete description of the scoring guidance see [Appendix B](#).

Scoring of the full proposals will be conducted by a Technical Review Team, comprised of experts in the fields of floodplain management, natural hazards mitigation, salmon recovery, ecosystem restoration, agricultural practices, and general project management. Ecology will assemble the review teams in advance of the full application deadline. The full application review team will be informed by Ecology staff and others who were able to attend the presentations given by the project sponsors in February of 2022 spring of 2020 (the full review process is available at Ecology's Floodplains by Design web page). The reviewers will consider the entire application as a whole, share their critiques, comments and scores with their fellow review team members. After consultation with each other the review team will agree upon a single final score for the proposal/project.

The Technical Review Teams' members will be drawn from state and federal agencies, as well as nonprofit organizations who have not submitted applications for FbD funds. If a proposal impacts agricultural lands, Ecology will seek input from Conservation District or other agricultural group representatives knowledgeable about your geographic areas. If a proposal impacts salmon, Ecology will seek input from Lead Entities or other salmon-related groups knowledgeable about your geographic area.

Once the full proposals are scored, they will be ranked in score order and provided to the Floodplains by Design Management Team. Final scores are not the only consideration used in proposing projects for funding. The scoring system is intended to identify high-quality projects that meet the FbD program intent of integrated floodplain management at a watershed or river- reach scale that considers flood hazard reduction, ecological preservation and restoration, salmon recovery, agricultural benefits, and other community benefits. Other considerations in creating the proposed funding list in addition to project scoring include:

- Providing grant funding to a balance of project activities (such as construction vs. pre-construction), and types
- Ensuring geographic diversity in FbD investments across the state.
- Past performance (demonstrated ability to complete projects within 2-3 years) on Floodplains by Design grants
- The level of FbD funding already awarded that is unspent at the time of grant ranking
- Consideration of social and economic equity issues

A full proposed funding list will be released in early August 2022. All full proposal applicants will be notified at that time of their project status.

The final list for full proposal funding will be submitted to the Governor's Office as part of Ecology's budget request for the 2023-25 biennium. The Governor will release a budget in December 2022 for consideration by the legislature. The state legislature will adopt the final funding level for FbD in the state budget. If the funding level is less than requested, Ecology

may need to work with the FbD partnership to refine the final funding list to ensure program objectives are met. If an applicant makes significant changes to the scope of work after the application deadline, Ecology may withdraw its funding offer.

Elements of Successful Proposals

In general, a successful FbD project proposal will:

- Show how the project solves or addresses a significant flooding problem and advances a priority salmon recovery need.
- Demonstrate an integrated floodplain management approach, particularly at a reach or watershed scale.
- Describe how relevant authorities, tribes, and stakeholders have collaborated to develop the proposal and describe the institutional structures in place to support ongoing collaboration.
- Demonstrate a clear connection between the proposed project and how it will help resolve the identified flooding issue.
- Document that the proposal will not worsen flooding in another location.
- Show how the project will not induce more development in the floodplain, and as possible reduce existing development in the floodplain.
- Demonstrate how the project takes climate change impacts into account and enhances long-term community and environmental resilience.
- For Puget Sound projects, show how the project is consistent with the Puget Sound Partnership Action Agenda and applicable LIO ecosystem recovery plans.

Complete a table of project outcomes measurements.

- For on-the-ground activities such as construction or acquisition, complete the FbD metrics table (see [Appendix F](#)) to document anticipated project outcomes. This metrics table is required, but will not be scored.
- Include information about project activities that are to be done as part of the 2023-25 funding cycle. For purposes of metrics data collection, we are not including project progress prior to the 2023-25 funding cycle, or anticipated progress after the 2023-25 funding cycle.
- For each metric, the application should briefly describe the methodology utilized to measure the metric in the Methodology Used section. For each category, the most precise data source available should be used.
- Several of the metrics ask for a GIS polygon. This information is extremely important. This spatial data allows the FbD program to analyze the aggregate benefits of the program.
- Applications without a completed metrics table will be considered incomplete.

Describe the community support and stakeholder involvement that shaped the project.

- Document the outreach and engagement conducted to develop the proposal.
- Document support for the project from affected parties.
- Provide documentation of plan(s) that supports the project.
- Explain why the project is a high priority for the affected community (ies).
- If your project impacts local flooding and flood control structures, document a robust stakeholder process that involves the local Floodplain Managers in your region.
- If your project impacts agricultural land, document a robust stakeholder process that involves the agricultural community including, but not limited to, letters of support from landowners in the project area.
- If your project impacts salmon habitat, document a robust stakeholder process that involves Lead Entities in your region/watershed.

Show that funds will be spent efficiently.

- Provide an accurate, detailed and reasonable budget.
- Show that the funds can be spent in a timely manner (ideally 1 biennium, or 2 years. 3 years if needed).
- Show that the funding request is reasonable compared to the proposed benefit.

Illustrate that the project is ready to proceed.

- Include a well-defined scope of work that has goals, objectives, timelines, and measurable outcomes.
- Document that all required environmental reviews have been completed
- Document that all permits have been obtained or applied for.
- Demonstrate that the lead organization has adequate capacity/staffing to manage the funds.
- Include a Landowner Acknowledgement form to show and confirm landowner outreach.

Be easy to read and understand.

- Make sure that your application addresses all of the items identified in the evaluation criteria and scoring guide.
- Give clear, concise answers to all questions.
- Write in complete sentences.

Helpful hints:

- Include maps, diagrams, and pictures of the project and project area and display past projects (if any exist) to provide watershed or reach-scale context for proposed activities.
- Provide documentation to support answers, including citations.
- Make sure to complete the metrics table.

Consistency with the Puget Sound Action Agenda

Applicants in the Puget Sound basin must be consistent with the Puget Sound Action Agenda. See the Puget Sound Partnership’s [Action Agenda for Puget Sound website](#)¹² for the current version. The Puget Sound basin is defined as WRIAs 1 through 19 (see [Appendix A](#) for a map of WRIAs in Washington State).

At a regional scale, the Action Agenda is Puget Sound’s shared roadmap for ecosystem recovery. The plan outlines the regional strategies and specific actions needed to protect and restore Puget Sound. The Action Agenda is a collective effort that is informed by science and guides effective investment in Puget Sound protection and restoration.

At the local scale, communities around the Puget Sound coordinate efforts to advance the Action Agenda. Local governments, tribes, non-profits, watershed, marine resource, and salmon recovery groups, businesses, educational organizations, and private citizens are collaborating to develop and integrate local actions that foster implementation of Action Agenda priorities through organizations called Local Integrating Organizations (LIOs). All LIOs have approved local ecosystem recovery plans, many of which include floodplain goals and strategies. The collective impact of local plans better moves the dial for overall floodplain targets. See the Puget Sound Partnership website for current LIO Plans.

Consistency with Restoration Planning

Salmon habitat (riparian and wetland) restoration is a vital part of FbD projects. The design of habitat restoration components should be consistent with watershed-specific planning and conditions; and should be based on best practices identified in various manuals and guidance.

Salmon Recovery Lead Entities are key groups supporting watershed-based habitat restoration across the state. It will be very important to ensure that your FbD project is in harmony with the habitat recovery objectives of the Lead Entity. Engagement of LE’s is expected. Letters of support are strongly encouraged. For background and contact information see the Puget Sound Partnership website.

Other sources of habitat information are the WDFW and tribal biologists familiar with your region. See the WA Department of Fish and Wildlife website or WA State Tribes and Tribal Reservations Map.

Documents providing best practices for habitat project design include:

¹² http://www.psp.wa.gov/action_agenda_center.php

- [*The Stream Habitat Restoration Guidelines*](#) (Washington State Department of Fish and Wildlife, 2012)¹³
- [*Restoring Wetlands in Washington: A Guidebook for Wetland Restoration, Planning & Implementation*](#) (Washington State Department of Ecology, 1993)¹⁴

Stakeholder Engagement

Applicants are expected to engage all relevant stakeholders early and often. This engagement and coordination should occur prior to submitting an application for funding and during project development and implementation after receiving an award. While letters of support from stakeholders are important from a proposal evaluation standpoint, robust ongoing engagement from relevant stakeholders is crucial to the success of a Floodplains by Design project.

Successful FbD applications will be founded on robust interaction with stakeholders.

- If your project impacts local flooding and flood control structures, contact the local Floodplain Managers in your region including diking and drainage districts and flood control districts.
- If your project impacts salmon habitat, contact the Salmon Recovery Lead Entity and local Tribes in your region.
- Because Tribal interests often lie outside any formal land boundaries all FbD projects should consult and contact Tribes in the region of the project.
- If your project is located in the Puget Sound (except for the Skagit), contact the Local Integrating Organization Coordinator in that area.
- If your project impacts agricultural lands, contact the local Conservation Districts, Drainage Districts and/or farming organizations.
- If your project impacts water quality, contact Ecology Water Quality Program staff and local Conservation District for input.
- If your project impacts recreation, contact local user groups and/or local or state parks departments.

Historic and cultural resources requirements

Many proposed projects have the potential to significantly impact culturally or historically significant locations or artifacts. All projects that disturb soils from its natural state or impact buildings 50 years or older must comply with the applicable state or federal laws. Activities such as potholing, performing geotechnical borings, and grading are considered soil disturbance.

¹³ <https://wdfw.wa.gov/publications/01374>

¹⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/93017.html>

Applicants should address compliance with State and Federal cultural resource protection environments as part of the project work plan. All activities associated with site assessments for cultural and historic resources are grant eligible. See [Appendix C](#) for additional details on the process to comply with cultural resource protection requirements.

Quality Assurance Project Plan (QAPP) requirements

Many projects involve the collection of environmental data or the analysis of existing data that will generate new results. This type of work may trigger the need for preparation of a QAPP. Where relevant, applicants should include preparation of this document within the scope of work and budget when completing your application. If you are unsure whether your project requires preparation of a QAPP, please review the QAPP discussion in Chapter 5, under Agreement Conditions, or in [Appendix G](#). You may also contact your Ecology regional Project Manager with questions.

Chapter 5: Agreement Development, Management, and Conditions

Agreement development

Ecology makes formal funding offers at the time of the publication of the Final Funding List. Ecology assigns a Project Manager and Financial Manager in EAGL to each project receiving a funding offer. The Project Manager contacts the applicant within four weeks of the grant offer to schedule a time to discuss the funding offer and begin the process of developing a funding agreement. The Project Manager and Financial Manager work to develop and negotiate funding agreements and monitor Recipient performance after an agreement is signed.

The Project Manager and Financial Manager use information found in the funding proposal as the basis for developing the funding agreement. Funding agreements for clearly defined project proposals that include a detailed scope of work, measurable objectives, and accurate budgets take less time to develop. If the applicant makes significant changes to the scope of work after the award, Ecology may withdraw or modify a funding offer.

To speed development and processing, Ecology standardizes much of the funding agreement language and includes general terms and conditions and other conditions that are required by state or federal law.

The Project Manager ensures compliance with the scope of work; reviews and approves line item costs for eligibility on payment requests. The Financial Manager ensures compliance with the agreement's budget and other agency financial criteria.

The Project Manager is the primary contact for technical assistance and day-to-day questions. The Project Manager also works with the Financial Manager to resolve payment or eligibility issues if they arise. When in doubt, call the Project Manager for information.

When the agreement is finalized, the applicant signs the agreement. The applicant will send the funding agreement back to the Financial Manager for the final signature by the Shorelands and Environmental Assistance Program Manager or the authorized designee. Ecology will notify other relevant Ecology sections since they may be involved in project permitting.

Once the agreement is signed by Ecology, a fully executed original will be returned to the Recipient. The Applicant becomes the Recipient once the agreement is signed.

In order for Ecology to administer these FbD grants move effectively, Ecology may request additional information on staffing plans, indirect cost plans, contracting procedures and budget details from applicants.

Contracts and subcontracts. Contracting must follow the local jurisdiction's procurement policy. If there is no recorded policy, then Recipients must follow the state's procurement policy.

Interlocal agreements are between entities within local governments (city or county) such as Department of Public Works and Department of Resource Management - Interlocal agreements

must be consistent with the terms of the grant agreement and [Chapter 39.34 RCW, Inter-local Cooperation Act](#).¹⁵

Interagency Agreements are used between state and state agencies or between state and federal agencies. Federally recognized tribes, as sovereign governments, use inter-agency agreements with federal or state agencies. [RCW 39.34.080](#)¹⁶

Amendments

Modifications and changes to the funding agreement may become necessary. If and when an amendment is needed, the Recipient must submit any proposed amendments or changes in writing to their Ecology Project Manager. The Recipient and Ecology's project and financial managers will negotiate changes and document the changes as an amendment to the funding agreement.

All proposed project changes are subject to approval by Ecology.

Either the Recipient or Ecology may initiate the amendment process. If the Project Manager concurs with the written request, the Financial Manager prepares the amendment.

The Recipient prints, signs, and returns two copies of the amendment to Ecology. Ecology's SEA Program Manager or designee signs the amendment. Ecology sends one of the original copies of the signed amendment to the Recipient contact.

Reasons for amendments could include:

- Budget changes or redistributions
- Scope of work changes
- Changes to required performance
- Time extensions

Important dates and timelines

The funding agreement for the project must be agreed upon and signed by both parties within three (3) months of award notice to avoid losing valuable implementation time. The time period can be extended for cause and is subject to Ecology's approval. Unless there is high confidence that grant work will be completed within the biennium that funds are provided, Ecology will write the grant agreement with a 4 year expiration date. The 4 years begins with the start of the biennium in which funds are awarded (normally July 1 of odd-numbered years). Projects are still expected to submit a schedule, budget and scope that can be completed in 2-3 years. The additional year is contingency. The expiration date of the grant does not guarantee that funding will be re-appropriated at the end of the initial biennium. That is a legislative decision and is not guaranteed, although funds are usually moved (re-appropriated) into the

¹⁵ <http://app.leg.wa.gov/rcw/default.aspx?cite=39.34&full=true>

¹⁶ <https://apps.leg.wa.gov/rcw/default.aspx?cite=39.34.080>

next biennium. Additionally, slow spending of awards and repeated re-appropriation of unspent funds may be interpreted as a lack of need for future legislative funding of the program.

The expiration date (of an agreement or amendment) is the last date on which costs may be incurred and be considered eligible. The project completion date is the date specified in the agreement as that date on which the Scope of Work will be fully completed.

If the project is not completed by the grant expiration date due to unforeseen circumstances, the project sponsor must notify Ecology and Ecology may be able to request a re-appropriation of funds from the legislature, but this re-appropriation is not automatic.

To ensure timely processing, the Recipient must request extensions no less than three months before the funding agreement is due to expire.

Agreement management

The effective date of the agreement is the earliest date on which eligible costs may be incurred. Unless explicitly stated by the state legislature in a budget appropriation, the effective date for grants is usually the beginning of the state fiscal year or biennium which occurs July 1.

The applicant may incur project costs on and after the effective date of July 1 or the state date as determined by the Washington State Legislature and before Ecology's signature of the final agreement. Eligible expenditures cannot be reimbursed until the agreement has been signed by Ecology's Shorelands and Environmental Assistance Program Manager. While applicants can incur eligible costs before the agreement is signed, they do so at their own risk.

Public awareness

Recipients must inform the public and any affected parties about the project for any site-specific project that is accessible to the public must have signs acknowledging state participation. Both Ecology and Floodplains by Design logos are available from Ecology's Project Manager for use on all signage and/or publications.

Permits

Recipients must secure any required permits and provide documentation upon request. Work on the permit preparation is an eligible cost. Permit fees associated with completing a funded project are also eligible. Ecology considers annual permit fees a normal operating expense.

Annual permit fees are not eligible for funding.

Education and outreach

Recipients must provide Ecology with a copy of any tangible educational products developed under the grant, such as brochures, manuals, pamphlets, electronic copies of video and audio files, curriculum, posters, media announcements, and web page links. If this is not practical, Recipients must provide Ecology a complete description including photographs or printouts of the products.

Recipients must also provide Ecology with contact information for local project leads.

If there are a significant number of people in the community (5% or 1,000 people, whichever is less) that speak languages other than English, Recipients must produce all educational and public outreach materials in English and in the other most prevalent language.

Project site visits and post project assessments

Ecology's Project Management Team may conduct site visits to provide technical assistance and verify progress or payment information for projects.

Project Close-out

When the grant agreement and the project ends, the final PRPR and final deliverables, including Deliverable 1.3 Project Outcome Summary Report, must be submitted within 30 days of grant agreement expiration date.

The Grant Budget

All Recipients must track the project budget by task.

(A budget by object such as staff salaries/benefits, goods/ services, equipment rental, travel, etc. is not permitted.) Object budget information is however requested in the application and used to evaluate if all costs have been considered by the applicant and if applicable, enables Ecology to track requested purchases during project implementation.

Disbursements of grant funds

Ecology disburses grant funds to Recipients on a cost-reimbursable basis. The Recipient must incur eligible costs within the effective date and expiration date of the funding agreement. Cash advances of grant funds are not allowed, with the exception of Escrow payments arranged in advance with Ecology.

Incurring Eligible Costs

Project costs include the following:

1. Eligible Costs include the following;

- Staff salaries and benefits, (e.g. staff working on the project).
- Contracted consultant services (e.g. a Recipient/consultant signed contract is required)
- Goods and Services, (e.g. marketing and outreach costs, video production, printing, and postage)
- Travel (e.g. number of miles staff traveled, calculated at state rate per mile)
- Indirect/overhead (e.g. Ecology allows up to 30 percent of staff salaries/benefits)

- Costs directly related to the projects. Recipients must show how expenses are directly tied to the grant project. If expenses include costs not directly-related to the project, Recipients must notify Ecology of the directly-related project costs.
2. Conditionally eligible costs **require prior written approval from Ecology**, such as:
- Computer software (e.g. permit or geo-spatial software)
 - Equipment purchases (e.g. monitoring equipment)
 - Conferences and meetings (e.g. facility rental costs and light refreshments)
 - Training and Education (e.g. that directly benefits the project)
 - Technical Advisory Committees (for example a group that provides direct advice about a specific task or tasks in the grant, consult your Ecology Floodplains by Design Project Manager to discuss eligibility)
3. Ineligible costs:
- General expenses, beyond the scope of the project, required to carry out overall government responsibilities.
 - Fines and Penalties. See the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (2017 Yellow Book)¹⁷ for more details.

Indirect rate or overhead

The Recipient may charge an indirect rate of up to 30 percent of salaries and benefits to cover overhead or indirect rate costs. Indirect rate costs are administrative costs not directly associated with a particular task of the project, such as utilities, miscellaneous copying, telephone, motor pool, janitorial services, records, storage, rentals, etc. Those items not directly attributable to the project yet are required to conduct business.

If Recipients choose to charge an indirect rate to the grant, Ecology requires backup documentation showing how the indirect rate is calculated, and the list of costs included in the indirect rate. The indirect rate must be negotiated before the grant agreement is finalized because the rate appears in the signed agreement. Indirect rate charges must be reported on a separate line item on the PRPR. For more information about costs normally included in the indirect rate, see page 35 of the [Administrative Requirements for Recipients of Ecology Grants and Loans](#) (2017 Yellow Book)¹⁸ for more details.

Light Refreshments

Light refreshment costs for meetings are eligible and must be pre-approved as permitted by Ecology's travel policy. Light refreshments include coffee and any other nonalcoholic beverage,

¹⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

¹⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

such as tea, soft drinks, juice, or mils and snacks served at a meeting or conference. Check with the Ecology Project Manager for Ecology’s Light Refreshment Form. Recipients must submit this form prior to the meeting, and must be approved by the Ecology Project Manager prior to the meeting(s). After the meeting, Recipients must submit the roster of attendees and agenda for each meeting to be eligible for reimbursement. See also Payment Request back up documentation section.

Procuring goods and services

The Recipient is responsible for procuring professional, personal, and other services using sound business judgement and administrative procedures consistent with applicable federal, state, and local laws, orders, regulations and permits. This includes issuance of invitation of bids, requests for proposals, selection of contractors, award of sub-agreements, and other related procurement matters. The Recipient must follow procurement policies that follow state procurement procedures in Chapter 39.26 RCW.

All contractors, primary and subcontractors, are required to comply with the terms of the grant agreement, including but not limited to the General Terms and Conditions and the Administrative Requirements for Recipients of Ecology Grants and Loans (2017 Yellow Book), 27 and these Funding Guidelines.

The Office of Minority and Women Owned Business Enterprises (OMWBE) has established voluntary goals for the participation of minority- and women-owned businesses in procurements made with Ecology funds. Each grant agreement will contain a condition regarding OMWBE. While participation is voluntary, Ecology requires reporting the level of participation on Form D: Contractor Participation Report and submitted with each Payment Request/Progress Report (PRPR).

Travel costs

Travel costs for mileage, meals, and overnight stays that follow Ecology’s travel policies and rates may be eligible for reimbursement. For state mileage rates see [OFM’s travel reimbursement resource website](#).¹⁹ For a copy of Ecology’s travel policy, please ask your Ecology Project Manager.

Payment Request/Progress Reports (PRPRs)

Recipients are required to submit quarterly payment requests and progress reports (PRPRs) through EAGL. After a Recipient submits a PRPR, Ecology reviews and approves it prior to disbursing the grant reimbursement. All PRPRs are reviewed by Ecology’s Project Manager for eligibility and compliance with the scope of work and deliverables. Both the Project Manager and Financial Manager review the Payment Request and associated deliverables for conformance to the budget and grant requirements. Recipients must submit PRPRs a minimum

¹⁹ <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

of once a quarter even if there are no expenditures to report. PRPRs are due 30 days after the last day of each quarter, as shown in Table 2. If a Recipient is not claiming any costs for the quarter, a progress report is still required.

Table 2.

Due dates for quarterly Payment Requests/Progress Reports

Payment Request / Progress Report	Reporting Period	Due Date
First Quarter	July 1 - September 30	October 30
Second Quarter	October 1 - December 31	January 30
Third Quarter	January 1 - March 31	April 30
Fourth Quarter	April 1 - June 30	July 30

PRPR’s expenditures are itemized for each cost incurred by task. Backup documentation is required for each line item. Backup documentation should be uploaded and appear in the same order as the expenditure line items. Backup documentation must clearly show how the expenditure line item is calculated. If an expenditure line item cost is part of a larger cost, it is the Recipient’s responsibility to detail which cost(s) Ecology is reimbursing, and the source of funding for the other costs. Ecology’s Financial Manager may require more backup documentation prior to approving the PRPR. Budget deviations are allowed between tasks (e.g., a Recipient may spend less funds on one task and more on another), but in no circumstance may the Recipient exceed the Total Eligible Cost. If the total of all budget deviations exceeds ten percent of the entire project cost, an amendment will be required.

PRPR backup documentation and additional forms

For payment submittal, Ecology forms that are listed below are required and should be included with PRPR backup documentation. (Note - These forms are not already built into the EAGL system. Recipient must upload these documents into EAGL):

- Copies of receipts and invoices.
- Complete copies of both primary contractors and sub-contractor invoices.
- Timesheets and payroll records must include:
 - Form E: Monthly timesheet (Ecology form or equivalent). Timesheets must be signed and dated by both the employee and the supervisor. Show hours worked on the project broken out by task, date, and staff person.
 - For larger jurisdictions, a time accounting payroll system roll-up of staff costs by task/date/staff with subtotals will suffice.
- Meeting and travel expenses, must include:
 - Form F: Record of Meeting Attendance (Ecology form).

- If light refreshments are deemed appropriate for a meeting, a Light Refreshments Approval Form must be approved by Ecology’s Project Manager prior to the event and included with the payment request documentation. An agenda of the event and a roster of attendees must be submitted as back up documentation with the payment request.
- Meals and Travel documentation – provide purpose of travel, beginning and end points, and mileage calculations. Travel documentation is required from Recipients and contractors. All travel costs cannot exceed state travel rates, and must be within Ecology’s travel policies. For the state travel policies and per diem map, please visit [OFM's travel reimbursement resource website](#).²⁰

Progress reports

Ecology requires a progress report for each calendar quarter of the grant period, even if there are no expenses being claimed for the billing period. A progress report must accompany each payment request so the Ecology Project Manager and Financial Manager can:

- Crosscheck information with the itemized expenses in a payment request.
- Verify compliance with the terms of the agreement.
- Track project progress. If a payment request is not submitted, simply check “No” in response to “Are you submitting a payment request with this progress report?”

Reporting on outcomes

Progress reports should include essential task information to support costs incurred in the corresponding payment request, such as:

- Progress by task, percentage of task completion over the life of the grant (should correspond with percent of task budget spent), and summary of accomplishments for the reporting period.
- Description and reasons for any delays.
- General comments. Additional documentation to support the quarterly progress report. Progress information includes such items that are not specified as a deliverable in the agreement and are specific to the time and date of the progress report.

Non-performance of projects/re-assignment of funds

Project sponsors are encouraged to read the Termination section of the General Terms and Conditions of their grant agreement for more details on non-performance.

²⁰ <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

Projects that do not perform in a timely fashion present a risk not only to the direct project itself, but also the entire FbD grant program, as timely performance is an expectation of the legislature and the fund source.

If a funded project is not making progress, either in whole or part, Ecology may, at its sole discretion, retain some or all of the funding originally awarded to the project that has not already been spent. Discussions with the grant Recipient as to the cause and potential solutions to getting the project going again will be performed prior to any decision by Ecology. Discussions are likely to be unique to each project, but may include, but not be limited to, input from; the local community, governmental agencies and tribes, elected officials, other funding agencies and sources that have invested in the project, agricultural interests, salmon recovery and ecosystem restoration interests, and floodplain management and emergency planning agencies and interests.

If the decision is made to retain some or all of the funding, the following steps will be considered as potential new uses of the retained funds:

1. Ecology will work with the original grant Recipient to develop a new scope of work that is still within the overarching proposal that was evaluated in the scoring and ranking process, if possible. Ecology will have sole decision authority about whether the new proposed scope was fully evaluated under the overarching proposal.
2. If no new scope can be agreed upon with the grant Recipient under the overarching project, Ecology will re-assign the funding to the first project evaluated in that funding round but not funded. Funding available may be only a portion of the original project request. If the grant Recipient agrees to a partial award than all available funding will be provided to that project.
3. If the first unfunded project cannot make use of the funds, has already been funded through another source, or can only utilize a portion of the available funding, the next unfunded project on the ranked list will be offered the remaining funds.
4. This process will continue down the ranked list until all funds have been obligated.

Assessment of Grant Recipient Performance

When the scope of work has been completed and the grant closed out (or earlier if the grant is cancelled due to non-performance or other issues), Ecology will perform an assessment of the Recipients performance. Performance elements will include;

1. The general responsiveness of Recipients in communicating in a timely way with Ecology
2. Timeliness in completing the initial grant agreement and any subsequent amendments
3. Timeliness and completeness of Progress Reports and Payment Requests
4. The need for amendments, their frequency and significance of scope change
5. Timely grant close out
6. The results of any audit findings

Ecology will issue the full assessment details at the time of grant agreement processing for funded projects.

Appendix A: Map of Water Resource Inventory Areas (WRIAs) in Washington State

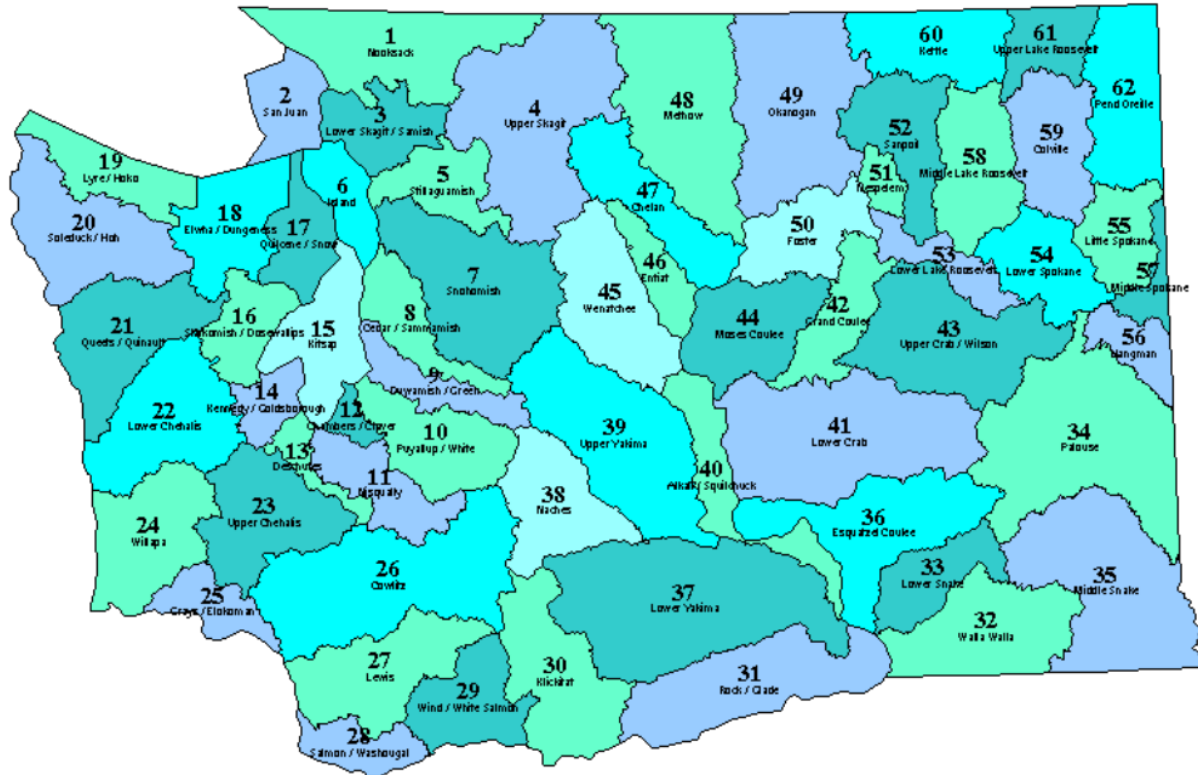


Figure 2

Figure 2 shows the locations and boundaries of Water Resource Inventory Areas in Washington State.

Appendix B: Application Scoring Guidance

Ecology evaluates Floodplains by Design (FbD) project proposals based on responses provided on all the questions of the application. The draft full application is included in [Appendix H](#). The full application now includes new, unscored sections that are intended to provide more context and information about the scope and scale of Integrated Floodplain Management being done in your area, and how your current FbD funding request fits with the larger floodplain management effort being advanced. Please refer to the [Appendix H](#) and draft full application to see the other information requirements of the application process. Also please refer to the discussion of Integrated Floodplain Management in Chapter 1 when filling out the full application. The discussion below is for the scored elements of the application.

A total of 280 points are available to all projects, with additional 30 points available to projects in agricultural areas. In order to normalize scores between projects with and without an agricultural component, we will be using a “percent of available score” system. For those projects without an agriculture component, 280 points are the maximum available. For those in agricultural areas, 310 points are the maximum. Projects will be scored as a percent of total available points. For example, a project not located in an area where lands are in active agricultural production that scored 260 points would receive a score of 92.9% (260/280). A project located in an area where lands are in active agricultural production that scored 260 points would receive a score of 83.9% (260/310). If your proposal includes elements in agricultural areas, you must discuss how your proposal affects agricultural viability positively or negatively. If your project is not in an agricultural area it is best not to attempt to try to pick up “extra points” by filling in the scored agricultural section, as this would decrease your overall score. Keep in mind that overall score is not the only mechanism used for selecting the best projects for funding.

The following provides a list of the sections that are scored, with details on how points are awarded and scoring guidance. Please keep in mind that applications which provide quantitative data and documentation score higher than applications which provide only qualitative or descriptive information.

Application Scoring Guidance

1. Collaboration, Participants, Institutional Structures and Level of Integration (60 points)

- Describe why this specific proposal is a timely approach to advancing action consistent with your integrated goals and strategies. (300 words)
- Describe the current status of collaboration, participants, and/or institutional structures (as noted in the Elements of Integration document) that support the tasks put forward in this proposal and implementation if funds are received. Which water/flood management, salmon recovery authorities, tribes, and agricultural organizations are

supportive of this project? Describe improvements expected, if any, as a result of this funding. (300 words)

- Projects shall be consistent with existing floodplain management and habitat recovery plans. Projects must also be consistent with Climate Adaptation Plans if available. Applicants need to demonstrate that project is consistent with the sequencing of local work plans and priorities, and aligned with watershed recovery work. (Elements of the project may have been developed through more than one planning process. Please identify the planning process used for each major element if they are not from a common plan.)
- Maximum points are awarded for projects specifically supported and prioritized in adopted plans and strategies.
- Integrated floodplain projects, by their nature, require that a variety of interests and organizations coordinate and collaborate to develop projects. All project proponents must engage the relevant entities responsible for both flood risk management (e.g. City/County floodplain managers, special purpose flood control/levee/dike districts) and ecosystem recovery (e.g. salmon recovery lead entities, Indian Tribes, lead integrating organizations). Projects opposed by one or more of these groups will not be considered for funding.

Depending on the location, scope and affected interests of a particular project, proponents may also engage some or all of the following:

- Agricultural interests and organizations
- Community recreation departments and organizations
- Local governments such as cities, towns and counties
- Economic development organizations
- Federal and state natural resources agencies
- Others, as appropriate.
- All applicants should describe the process they used to engage stakeholders, how stakeholder interests, concerns and input were incorporated, and level of support from each stakeholder/interest group for the proposed actions. This will be particularly important in areas without existing floodplain management or habitat recovery plans.
- Maximum points are awarded for projects specifically supported and prioritized in adopted plans and strategies, and for which letters of support are provided from relevant authorities and stakeholders, explicitly endorsing the project and its outcomes for their interests.

2. Flood hazard/risk reduction – 60 points possible

This question is worth up to 60 total points:

- i. At the watershed, reach and/or site-scale, describe the flood hazard and frequency for flood risk. Quantify the risk where possible.
- ii. Demonstrate the ability of the overall strategies and actions, at the watershed, reach and/or site scale, to address the flood hazard while avoiding increasing development in flood hazard areas and adverse ecological impacts.
- iii. List the tasks in this application that are consistent with delivering these results.
- iv. If there are no tasks in this application specific to flood hazard reduction:
 1. Describe how the investments proposed in this proposal leverage other resources to reduce flood risk or why tasks specific to flood hazard risk reduction are strategically sequenced to occur later in time.
 2. Describe your strategy and confidence that later actions will be funded and implemented.

Guidance

- Floodplains by Design projects must reduce flood risk to communities, infrastructure and/or farmland or be part of a reach or watershed strategy that reduces flood risk. Projects will be evaluated based on the individual project's effects or on the effects of the reach or watershed strategy.
- Minimum requirements for flood risk reduction include a demonstration of improved flood safety for an area and a demonstration of no adverse impact (that the project will not worsen flooding anywhere else). Applicants should discuss both upstream and downstream effects. Flood risk reduction measures should not create adverse ecological impacts.
- Describe significance of the flood hazard and frequency of flood events as indicated by negative consequences of existing and anticipated future levels and frequency of flooding, extent of at-risk structures and property, disruption of transportation, etc.
- Demonstrate that the solution addresses the hazard, describing the root cause of the problem and how the proposed project will address not just symptoms but the root cause.
- Provide supporting quantitative data where possible (e.g. number of structures removed from hazard area, BFE reduction, acre-feet added, area or distance of setback, etc.).
- Projects should reduce flood risk on both a short-term and long-term basis in a way that is durable. One approach to durable solutions is to move people and infrastructure away from the river, remove impediments to flow, and provide more floodplain area for floodwater conveyance and storage. Another example of durability is if the project considers the effects of climate change and land use changes and accommodates future anticipated changes to river flows, sea level rise, sediment delivery and other factors that affect flood risk.

- Flood risk reduction measures should not encourage new land development that increases future flood risk and as possible should reduce development in the floodplain. Floodplains by Design can support redevelopment and improved flood resiliency in historically established and substantially built-out urban areas. However, all projects should consider whether moving people and infrastructure away from the river and out of the floodplain is feasible. Typically, projects that induce additional urban development and impervious surface within floodplains will not score as well. For an area that is only partially developed, high-scoring proposals must show how future development is being guided to maximize remaining natural functions of the floodplain.
- Feasibility and design projects should include appropriate analysis of anticipated changes to flood risk in the scope of work so that these outcomes are understood prior to advancing to the next project phase. Construction project proposals should be able to quantify flood risk reduction that will result from the proposed actions.
- Projects that address flooding due solely to drainage problems do not meet the flood risk reduction intent of FbD. Drainage is discussed further in the agriculture section below.

3. Floodplain ecosystem protection or restoration – 60 points possible

- At the watershed and reach scale, briefly describe the ecological and habitat status of floodplain areas and the key limiting factors for ESA-listed salmon and other key species of concern.
- Describe the specific actions proposed that will support salmon recovery priorities in your watershed and/or reach area. In particular, describe how your project benefits listed salmon populations and/or salmon populations that benefit Tribal treaty rights. Describe efforts you have taken to coordinate and seek the support of local Tribal interests in your region. A letter of support from your respective Lead Entity stating that the strategies and actions are consistent with and support priority salmon recovery goals, limiting factors, or other high priority salmon recovery actions in your project area is highly encouraged. The support letter should be placed in the Upload section of the full application. Applicants with a support letter from your respective Lead Entity will be considered more competitive
- Describe how you have considered climate change impacts on the ecosystem and addressed those impacts
- Describe, and where possible quantify, the beneficial ecological impact provided by the strategies, actions and specific tasks at the watershed, reach and/or site scale.
- If there are no tasks in this application specific to ecosystem protection or restoration:
 - Describe how the investments proposed in this proposal leverage other resources to protect or restore floodplain ecosystems or why tasks to protect or restore floodplain ecosystems are strategically sequenced to occur later in time.

- Describe your strategy and confidence that later actions will be funded and implemented.

Guidance

- Floodplains by Design projects must have a significant ecological restoration component or be part of a reach or watershed strategy that restores or enhances ecological function. Projects will be evaluated based on the significance of the ecological benefit within the overall restoration needs in the project-scale area or watershed.
- Applicants should demonstrate how the project provides ecological benefit (e.g., reconnects floodplains, advances salmon recovery, protects the Channel Migration Zone, protects treaty- reserved natural resources, and/or restores habitat). Provide supporting quantitative data where possible (e.g. acres of floodplain or estuary restored/reconnected, miles of overall river ecosystem function improved, etc.)
- A higher probability of long-term (durable) ecological benefits will be provided by projects that maintain or re-establish natural processes and functions, and by projects that accommodate future anticipated climate changes to river flows, sea level rise, sediment delivery and other factors that affect ecosystem function and habitat formation.
- Projects should be consistent with the salmon recovery plan for the watershed. The proposal should include a description of how the project implements action(s) identified in a salmon recovery plan, and how the proposed actions fall into the prioritization of salmon recovery actions within the watershed.
- Projects should be consistent with the Local Integrating Organization (LIO) ecosystem recovery plan for the area (Puget Sound only).
- Projects on larger rivers (see list below for Puget Sound Rivers; outside of Puget Sound, largest river in the WRIA) will get more points than those that are on smaller rivers and tributaries.
- In the proposal narrative, applicants need to describe the ecological benefits that will be provided, and ecological processes and functions that will be enhanced. Greater points are given for projects that can preserve and restore ecological processes and functions as much as possible.
- To receive maximum possible points, the ecological restoration measures should not put existing floodplain uses at increased risk of flooding.

4. Agricultural Benefits (Ag areas only) – 30 points possible

Ag benefits (in ag areas only) [30 points] NOTE: Ecology and the FbD review team will inquire at the pre-application stage about how agricultural activities and land use in your project area or adjacent to it were determined. Agricultural lands or “working lands” are generally defined as lands that support natural resource production for economic gain, or lands that have the

potential to do the same. This definition includes but isn't limited to farmland, agricultural land, cropland, pasture land, rangeland, grasslands, forestlands and shellfish beds.

- At the watershed, reach scale, and/or site scale describe the presence of agriculture in the area of the proposed actions and the surrounding adjacent lands, and the identified needs for preserving and improving agricultural viability.
- Describe the benefits of your strategies and actions for agricultural viability in your watershed.
- List the tasks in this application that are consistent with delivering these results.
- If there are no tasks in this application specific to agricultural benefits:
 - Describe how the investments proposed in this application leverage other resources to preserve and improve agricultural viability or why tasks specific to agricultural viability are strategically sequenced to occur later in time.
 - Describe how you determined that no negative impacts to agricultural lands will be accomplished and what other agricultural entities were consulted, if applicable.
 - Describe how climate change impacts have been considered in relation to agricultural processes and how you intend to address those impacts
 - Describe your strategy and confidence that later actions will be funded and implemented.

Guidance

- Floodplains by Design projects in agricultural areas may be part of a reach or watershed strategy to address flooding, ecosystem benefits and agriculture.
- Agricultural areas are defined as: **areas where lands are in active production or are planned for production.**
- **Ecology will inquire during the pre-application phase about how the agricultural community was engaged and impacts to agricultural lands and activities were assessed.**
- Where Floodplains by Design projects are proposed in agricultural areas, local agriculture interests should be part of the project partnership. Applicants should describe how they engaged agricultural interests, what concerns they heard, and how agricultural input was incorporated. Applicants should also provide documentation of support for the proposed project; opposed projects will be removed from consideration.
- Consistent with flood safety and ecological restoration, Floodplains by Design projects should also enhance agricultural viability. Applicants should provide evidence of agricultural benefits, such as provision of flood-safe areas for livestock and equipment during floods, improvements to drainage or irrigation infrastructure, protection from urban development (acres), or other capital or non-capital benefits to agriculture.

Projects that accommodate future anticipated changes to land use, river flows, sea level rise and sediment delivery will receive higher scores than those that do not.

- Drainage is an important issue in maintaining agriculture in many floodplains. As described in the flood risk reduction section above, projects that address flooding caused solely by poor drainage are not considered flood risk reduction projects in the context of FbD. However, projects that include a drainage improvement element to benefit agriculture, in addition to a flood risk reduction component consistent with the FbD intent, can gain points in the agriculture category.
- Projects that take farmland out of production must demonstrate how the project will provide other means for a net gain to the local agricultural community in order to gain points in this category.
- Efforts to analyze challenges to agricultural viability and opportunities to address them that lead to identification of potential projects are eligible and encouraged.

5. Other Relevant Benefits – 30 points possible

- At both the watershed and reach scale, describe the status of other community interests (such as water quality, public open space/recreation access, economic development, or other important local values) that are relevant to your integrated floodplain management effort.
- Describe how your strategies and actions maintain or improve these community interests. List the tasks in this application that are consistent with delivering these results.
- If there are no tasks in this application specific to other relevant community benefits:
 - Describe how the investments proposed in this proposal leverage other resources to maintain or improve community interests or why tasks specific to other benefits are strategically sequenced to occur later in time.
 - Describe your strategy and confidence that later actions will be funded and implemented.

Guidance

- Successful projects will also offer additional compatible community benefits, such as improvements in water quality, (e.g., restoration of wetlands or riparian areas, treatment of a TMDL or 303(d) issue, reduction in sediment), increased opportunities for public access and recreation (e.g., land acquisition, the development of trails, fishing access points or other recreational infrastructure), or other needs specific to a particular community.
- Magnitude of benefit will in part be measured by strong linkage to relevant plans and demonstrated involvement of relevant stakeholders (see scoring category 3 – Demonstration of Need and Support).

- Other benefits may include efforts to provide carbon sequestration through best available science and best practices
- Applicants should document the importance of the result produced, the ability of the solution to address the overall stakeholder need and the long-term improvement resulting from the project. More points awarded for significant beneficial impact on needs for recreation, open space and water quality improvement identified in adopted plans, than for other benefits with lower magnitudes of beneficial impacts or unclear impacts.

6. Cost Effectiveness and Budget – 10 points possible

- Provide a detailed budget explanation by task, budget documentation, and methods to develop budget.
- Describe how this is an appropriate scope of work. Demonstrate that necessary work has been budgeted for and contingencies have been identified and planned for.

Guidance

- Points awarded for cost-effective projects that represent a good investment of public funds to achieve flood risk reduction, floodplain ecosystem benefits and other compatible community benefits.
- Cost effectiveness is evaluated using the following information:
- Detailed budget consistent with and appropriate for the project scope and location. Include methods used to develop the budget. A spending plan, by quarter, is a required element of this section and the EAGL application. The spending plan should show the projected spending by quarter through project close-out.
 - Benefits described above are significant relative to cost.
 - Clear and appropriate scope of work. All necessary project work has been incorporated and contingencies are identified and planned for.
 - Includes post-project considerations, such as anticipated reductions in infrastructure maintenance and flood damage costs under future conditions.
- Higher scores will be awarded to projects that are clearly and appropriately scoped and budgeted, minimize or eliminate future costs for maintenance, operation, or emergency response.

7. Readiness to Proceed – 30 points possible

- a. Describe your readiness to proceed with your actions as soon as funding is received. Consider contracting, potential unexpected delays (permitting, changes in landowner willingness, etc.).
- b. If the proposal includes land acquisition, conservation easements, or other real estate related actions, describe the current state of the transactions. Possible responses

include but aren't limited to; No landowner contact, landowner contacted and willing, purchase and sale agreement pending, purchase and sale agreement in place, land already owned by grant Recipient or other committed partner, etc.

- c. Describe if you have other options consistent with your watershed or reach scale strategies described in Section B if the proposed tasks are unable to be implemented.
- d. If you currently have unspent FbD funds granted in 2015 or prior, please describe why these funds remain unspent, and what changes have been made for this proposal to ensure funds are spent in a timely manner.

Guidance

- Projects are scoped to do the next logical step(s) that can be completed in a 2-year time-frame, are ready to proceed immediately upon notification of funding and sponsors/partners have the capacity to complete the project successfully and maintain it over time.
- Applicants should describe:
 - Overall project process and how the steps proposed fit into the larger life of the project.
 - Critical milestones for the project, such as receiving a permit or completing an acquisition must be identified. There must be enough milestones to evaluate whether the project is on schedule, or if adjustments will be needed.
 - Skills and experience of the project team and team member's availability to complete the work to demonstrate capacity to complete the project.
 - Schedules and deliverables, and, if a project is acquisition only, a clear plan outlined for successful subsequent floodplain restoration.
 - Long-term maintenance plan.
- Projects can demonstrate a certain level of readiness to proceed for their project (or each element of their project) by addressing the following criteria in their applications:
 - A project is considered to be construction ready if it has a significant amount of engineering and design work already completed, such that final engineering and design can be completed and permits in place so that construction can commence within one year of contract award or the next available fish window.
 - A project is considered to be design ready if it has completed conceptual (feasibility) and Preliminary design by the time of contract award.
 - A project is considered to be acquisition ready if it has already had positive discussions with landowners or has secured a signed Land Owner Acknowledgement form. The form is available from Ecology upon request. Projects that show a landowner acknowledgement form with positive responses from all affected landowners will receive maximum credit.

- Applicants with currently FbD funded projects which are not considered to be moving forward in a timely fashion cannot score higher than 10 points in this category.

8. Outcomes, Leverage, and Public Benefits – 30 points possible

- a. Given the goals and strategies of your collaboration and the tasks described and summarized above, describe overall how your proposal represents a good investment of public funds.
- b. Describe the other (non-FbD) funding sources or previous investments (e.g. land purchases) that will contribute to this project. Provide dollar amounts and how the funds or other investments create a more successful project.

Guidance

- Projects are scored on demonstrated coordination of other funding programs and investments (e.g., SRFB, FCZDs, Dike Districts, TMDLs, WWRP, ESRP, NEP, or others as applies.) Evidence of this will be based on the amount and diversity of the leveraged funding sources. Sponsors must identify 1) the funding agency, 2) the fund source or type 3) the intended use of the leveraged funds and how they relate to the FbD portion of the project 4) whether the funds have been awarded or are pending, 5) the amount of funding provided.

Appendix C: Cultural and Historic Resources Review Guidance

This guidance provides information for projects funded by Ecology to meet Executive Order 21-02 and Section 106 of the National Historic Preservation Act requirements.

Please note that the cultural resources review process is for government-to-government communication. Requirements of this process will not be met until Ecology has provided information to the Tribes and the [Washington State Department of Archaeology and Historic Preservation \(DAHP\)](#)²¹ about project activity.

Recipients must comply with all cultural resources review requirements prior to implementing any project that involves **modification to cultural or historic resources or ground disturbing activities**.

Federal and state laws and rules require the funding agency (Ecology) to contact DAHP and affected Tribes regarding the proposed project activities. Any prior communication between the Recipient, the DAHP, and the Tribes is not sufficient to meet requirements.

Another agency's cultural resources may be used to meet [Ecology's requirements](#).²² To do this, Recipients should submit the review documents to Ecology's Project Manager for review and approval.

Any actions that result in **modification to cultural or historic resources or ground disturbing activities** that occur prior to the completion of the cultural resources review process will not be eligible for reimbursement. Activities associated with cultural resources review are grant eligible subject to available funding. Any mitigation measures as an outcome of the process will be requirements of the agreement. Note: Modification to cultural or historic resources or ground disturbing activities **can include removal or modification to above ground resources such as culturally modified trees and petroglyphs**.

Section 106 versus Executive Order 21-02

If your project has a Federal partner (Corps, NOAA, etc.) and is using Federal funds or will implement Federal actions and decisions, the Federal partner will be the lead on Cultural Resource review and will complete the Section 106 process of the National Historic Preservation Act. Ecology has delegated authority over ensuring Section 106 compliance when Recipients apply for grants under the FbD grant program.

²¹ <https://dahp.wa.gov/>

²² <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Area-wide-groundwater-investigation-grants/Cultural-resources-review>

Note: The Federal partner and the Section 106 process supersedes Governor's Executive Order 21-02 process described below.

If your project has no Federal Partner, is not using Federal funds and will not implement Federal actions, then Cultural Resource review will be conducted by your Ecology Project Manager and 2023-2025 FbD Program Funding Guidelines will utilize the Governor's Executive Order 21-02 process as it is required for all state funded capital projects. Ecology is the lead for ensuring the Governor's Executive Order 21-02 compliance.

This process and reviews described above must be followed even if the Recipient has been working with Tribes on the project.

The Recipient must complete [Ecology's Cultural Resources Project Review form](#)²³ (or conduct a site specific survey). A site specific survey is only required for areas where there is a high sensitivity and potential to discover cultural resources. If the project will alter a building that is 50 years or older, the Recipient must still complete an EZ-2 Form available from the DAHP website.

The EZ-2 form and Survey Coversheet can be downloaded from DAHP's website. Ecology's Cultural Resources Project Review form can be downloaded from Ecology's website.

1) The Recipient must create an Inadvertent Discovery Plan (IDP). An IDP does not need to be site-specific, however it can be a general procedure for all projects implemented by the organization. The IDP must be distributed and reviewed by all participating parties prior to any on-the-ground work so they are fully informed of the appropriate procedures.

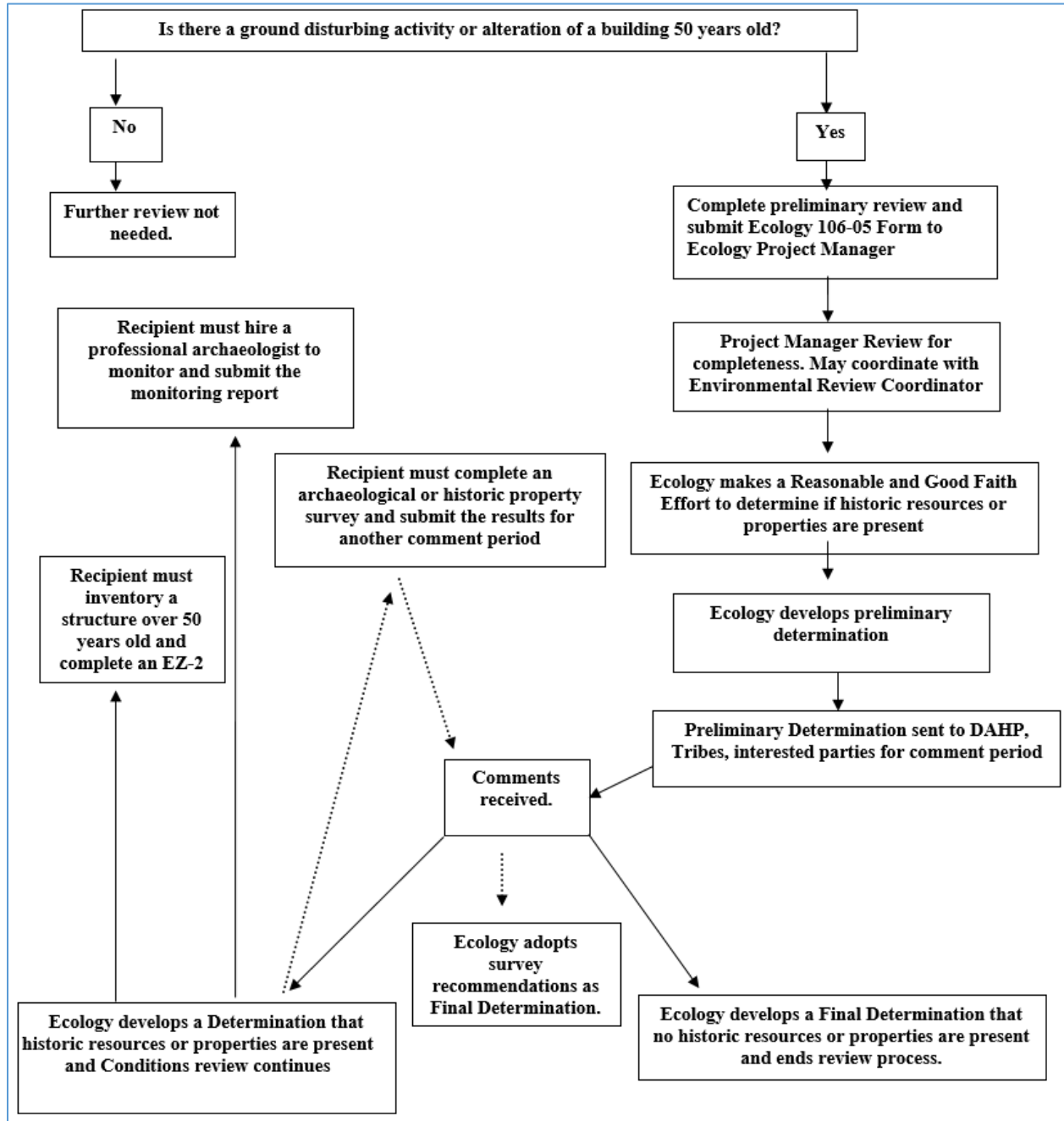
2) The Recipient must send an electronic version of Ecology's Cultural Resources Project Review form and/or the EZ-2 Form, any tribal communication, and identify the potentially interested Tribes to Ecology's Project Manager.

3) Ecology will initiate formal cultural resources consultation using the completed Ecology CR review form, EZ-2 and/or any surveys, to affected Tribes, and DAHP. The Tribes have an approximate 30-day comment period to initiate a more in-depth discussion about the project, submit any comments, or make an effect determination on the project. After the 30-day comment period, if there has not been a determination of impact by a Tribe, DAHP, or other interested party, Ecology will make an initial determination and send out a formal letter to the above parties. The Ecology Project Manager will let the Recipient Project Manager know when the project may proceed as planned.

²³ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070537.html>

Figure 3 is a flowchart that outlines Ecology’s cultural resources review process and provides additional information.

Figure 3



Cultural Resources Review Frequently Asked Questions

Can Ecology “adopt” another agency’s Section 106 review, or 21- 02 review?

For Section 106 Adoption:

The answer is yes, if your project is state funded. Ecology can “adopt” Section 106 for state-funded projects that would normally go through the 21-02 cultural resource review process. Ecology has a review in place to verify the Section 106 documents are applicable. Please contact your Project Manager to verify a review can be adopted.

If your project involves federal funds, Ecology may still use another agency’s documents when making its Preliminary and Final Determinations, which helps speed up cultural resource review.

For Executive Order 21-02 Adoption:

The answer is yes, if your project is state funded. Ecology can adopt another state agency’s 21-02 process to meet cultural resources review requirements. Please contact your Project Manager to verify a review can be adopted.

The answer is no if your project is federally funded. However, Ecology may still use another agency’s documents when making its Preliminary and Final Determinations, which helps speed up cultural resource review.

Correspondence: Ecology is responsible, as the funding agency, for contacting the Washington State Department of Archaeology and Historic Preservation (DAHP), Tribes, and other interested parties to meet cultural resource review requirements.

Modification to Cultural or Historic Resources or Ground Disturbing Activities: This refers to any work that impacts the soil or ground from its current conditions. There is no threshold for this criterion. If the activity requires any work that goes below the surface of the ground, it requires a cultural resources review.

Area of Potential Effect: The Area of Potential Effect (APE) is the maximum geographic area where your project could potentially have an effect on historic properties, if any are present. The APE will vary with the type of project. To determine the APE you must know the nature and full extent of your project. For example, the APE for a natural gas pipeline might include not only the actual pipeline trench, but also includes the construction right-of-way, compressor stations, meter stations, staging areas, storage yards, access roads, and other ancillary facilities. The APE for a construction project will include the construction site, but might also include the buildings in a downtown area adjacent to the construction where vibrations may cause foundations to crack.

Changes to Project Design or Project Area: If there are any changes made to the project area or design after cultural resources review has been completed, review will have to be reinitiated or

amended in order to capture the changes. For geo-tech work that occurs in the planning or design phases, ensuring your cultural review is completed early can not only help identify the appropriate locations from a subsurface perspective, you can obtain valuable input early in the planning process about sensitive locations. A simple amendment to your documents in the construction phase will complete your cultural resource compliance, and generally will present no issues, as DAHP and the Tribes will already be familiar with your project.

Eligibility

- All activities associated with cultural resources review are grant and loan eligible.
- Construction or BMP implementation that occurs prior to cultural resources review will not be eligible for reimbursement.

If you have any questions, contact your Ecology Project Manager.

Appendix D: Grant Agreement Definitions

Administrative Requirements refers to the [Administrative Requirements for Recipients of Ecology Grants and Loans \(2017 Yellow Book\)](#).²⁴ The Yellow Book provides instructions, explanations, requirements, definitions, and includes details on agreement language, costs, budgets, financial management, procurement, contracting, property management, closeout, and record keeping.

(Consultant) Contract is a signed contract between the Recipient and a hired contractor to complete the project scope of work. Recipients must follow the local jurisdiction's procurement policy. If there is no recorded policy, then Recipients must follow the state's procurement policy.

Effective Dates are the start and end dates of the grant which eligible costs may be incurred.

Funding Guidelines are Ecology's grant program guidelines that correlate to the biennium in which the project is funded.

Interagency Agreements are used between state and state agencies or between state and federal agencies. Federally recognized Tribes, as sovereign governments, use inter-agency agreements with federal or state agencies. For more information, see [Chapter 39.34.080 RCW](#).²⁵

Interlocal Agreements are between entities within local governments (city or county) such as Department of Public Works and Department of Resource Management - Interlocal agreements must be consistent with the terms of the grant agreement and [Chapter 39.34 RCW, Inter-local Cooperation Act](#).²⁶

Project means the project described in this agreement.

Project Schedule means that schedule for the project specified in the agreement.

Scope of Work means the tasks and activities constituting the project.

Termination Date means the effective date of Ecology's termination of the agreement.

Total Eligible Cost is the sum of all costs associated with the FbD project that have been determined to be eligible for Ecology grant funding. Total Eligible Cost includes Ecology's grant share and the required Recipient's match.

Total Project Cost or **Total Cost** is the sum of all costs associated with the FbD project, including the Total Eligible Cost, costs *eligible* but not funded by the FbD grant, and costs *not eligible* for funding by the FbD grant.

²⁴ <https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>

²⁵ <http://app.leg.wa.gov/RCW/default.aspx?cite=39.34.080>

²⁶ <https://app.leg.wa.gov/rcw/default.aspx?cite=39.34>

Appendix E: Median Household Income

The [U.S. Census Bureau](https://data.census.gov/cedsci/)²⁷ provides median household income (MHI) data through the American Community Survey (ACS). State and community profiles, including MHI estimates, are released on an annual basis. MHI estimates for states, cities, towns, and census designated places (CDP) are included in the five-year data series produced by ACS.

The MHI data in Table 3 were obtained in early 2021. **Jurisdictions qualifying for the Economically Distressed Communities match exemption for Floodplains by Design must have a mean household income below 80% of the state median. For this grant round (2023-25) a community must show an MHI of less than \$59,020 to obtain the match exemption.** If you have questions about whether the match exemption applies to your community please contact your regional Ecology staff.

If an applicant disputes the MHI estimate used by Ecology, the applicant may conduct a scientific survey to determine the MHI for the project area. If an applicant chooses to conduct a MHI survey, they must adhere to the Infrastructure Assistance Coordinating Council (IACC) *Income Survey Guide*, and the results must be approved by Ecology. The IACC Income Survey Guide can be found at [Infrastructure Assistance Coordinating Council](#).

Note: Communities must have an MHI less than \$59,020 to qualify for a match waiver.

Table 3

Median Household Income (MHI) for Washington State, Counties, and Communities. [U.S. Census Bureau](https://data.census.gov/cedsci/), 2021.²⁸

Place	MHI	Population
*Washington	\$73,775	7,404,107
Aberdeen city	\$44,444	16,456
Aberdeen Gardens CDP	\$94,028	337
Acme CDP	-	108
Adams County	\$48,294	19,594
Addy CDP	-	130
Ahtanum CDP	\$70,227	3,356
Airway Heights city	\$52,579	8,560
Albion town	\$59,464	646
Alder CDP	\$101,719	161
Alderton CDP	\$88,167	2,890

Place	MHI	Population
Alderwood Manor CDP	\$99,451	9,579
Alger CDP	\$68,750	184
Algona city	\$74,844	3,211
Allyn CDP	\$83,663	2,414
Almira town	\$65,156	300
Altoona CDP	\$84,821	48
Amanda Park CDP	\$34,375	92
Amboy CDP	\$100,506	1,875
Ames Lake CDP	\$121,458	1,556
Anacortes city	\$71,844	16,977
Anderson Island CDP	\$80,078	1,181

²⁷ <https://data.census.gov/cedsci/>

²⁸ <https://data.census.gov/cedsci/>

Place	MHI	Population
Arlington city	\$82,626	19,483
Arlington Heights CDP	\$94,464	2,410
Artondale CDP	\$110,651	13,364
Ashford CDP	\$45,856	531
Asotin city	\$56,548	929
Asotin County	\$53,715	22,421
Auburn city	\$72,822	80,134
Bainbridge Island city	\$117,990	24,486
Bangor Base CDP	\$57,134	6,506
Banks Lake South CDP	\$35,000	146
Barberton CDP	\$98,911	6,981
Baring CDP	\$44,286	162
Barney's Junction CDP	-	138
Barstow CDP	\$30,667	105
Basin City CDP	\$55,160	1,209
Battle Ground city	\$75,208	20,406
Bay Center CDP	\$27,946	198
Bay View CDP	\$105,250	662
Beaux Arts Village town	\$230,625	407
Belfair CDP	\$51,772	4,564
Bell Hill CDP	\$117,083	608
Bellevue city	\$120,456	144,403
Bellingham city	\$53,396	88,764
Benton City city	\$55,175	3,373
Benton County	\$69,023	197,518
Bethel CDP	\$78,526	3,851
Bickleton CDP	\$52,500	102
Big Lake CDP	\$105,682	1,774
Bingen city	\$54,327	644
Birch Bay CDP	\$62,413	9,323
Black Diamond city	\$108,490	4,476
Blaine city	\$71,324	5,313
Blyn CDP	\$180,461	60
Bonney Lake city	\$97,055	20,707
Bothell city	\$99,965	45,749

Place	MHI	Population
Bothell East CDP	\$122,004	11,665
Bothell West CDP	\$111,705	21,115
Boulevard Park CDP	\$58,263	3,717
Boyds CDP	-	45
Brady CDP	-	902
Bremerton city	\$52,716	40,631
Brewster city	\$45,288	2,367
Bridgeport city	\$46,399	2,570
Brier city	\$131,293	6,843
Brinnon CDP	\$52,350	784
Browns Point CDP	\$107,917	1,104
Brush Prairie CDP	\$82,458	2,636
Bryant CDP	\$97,772	1,817
Bryn Mawr-Skyway CDP	\$70,968	18,414
Buckley city	\$77,512	4,788
Bucoda town	\$51,250	668
Buena CDP	\$34,619	1,084
Bunk Foss CDP	\$120,357	3,939
Burbank CDP	\$70,948	3,358
Burien city	\$67,402	51,477
Burley CDP	\$78,042	2,304
Burlington city	\$49,641	8,881
Camano CDP	\$80,965	17,042
Camas city	\$111,584	23,200
Canterwood CDP	\$125,256	3,218
Canyon Creek CDP	\$76,708	3,433
Carbonado town	\$76,875	713
Carlsborg CDP	\$55,913	745
Carnation city	\$104,044	1,835
Carson CDP	\$55,819	2,830
Cascade Valley CDP	\$45,878	1,673
Cashmere city	\$60,994	3,140
Castle Rock city	\$50,573	3,153
Cathcart CDP	\$108,777	2,426
Cathlamet town	\$36,000	621

Place	MHI	Population
Cavalero CDP	\$112,768	5,370
Centerville CDP	\$51,250	103
Central Park CDP	\$77,522	3,205
Centralia city	\$42,449	17,216
Chain Lake CDP	\$113,056	4,522
Chehalis city	\$42,209	7,497
Chelan city	\$57,778	4,146
Chelan County	\$58,795	76,229
Chelan Falls CDP	-	88
Cheney city	\$40,573	12,165
Cherry Grove CDP	\$132,591	738
Chewelah city	\$39,618	2,623
Chico CDP	\$112,984	2,846
Chinook CDP	-	154
Clallam Bay CDP	\$37,578	497
Clallam County	\$52,192	75,392
Clark County	\$75,253	473,252
Clarkston city	\$40,186	7,381
Clarkston Heights-Vineland CDP	\$79,337	6,348
Clayton CDP	\$28,438	547
Cle Elum city	\$48,767	3,017
Clear Lake CDP (Pierce County)	\$79,926	1,126
Clear Lake CDP (Skagit County)	\$70,417	914
Clearview CDP	\$100,903	3,630
Cliffdell CDP	-	130
Clinton CDP	\$62,159	891
Clover Creek CDP	\$67,736	6,734
Clyde Hill city	\$238,958	3,329
Cohassett Beach CDP	\$54,894	691
Colfax city	\$50,539	2,891
College Place city	\$49,347	9,182
Colton town	\$59,808	436
Columbia County	\$53,423	3,992
Colville city	\$42,869	4,777

Place	MHI	Population
Conconully town	\$39,107	174
Concrete town	\$37,443	738
Connell city	\$51,154	5,517
Conway CDP	-	0
Copalis Beach CDP	-	578
Cosmopolis city	\$56,979	1,610
Cottage Lake CDP	\$161,233	22,677
Coulee City town	\$45,250	534
Coulee Dam town	\$56,447	1,209
Country Homes CDP	\$49,296	6,117
Coupeville town	\$48,438	1,715
Covington city	\$105,154	20,825
Cowiche CDP	\$48,486	821
Cowlitz County	\$54,506	106,778
Creston town	\$48,542	241
Crocker CDP	\$96,551	1,196
Curlew CDP	-	100
Curlew Lake CDP	\$62,639	610
Cusick town	\$44,375	88
Custer CDP	\$53,529	133
Dallesport CDP	\$54,609	1,515
Danville CDP	-	81
Darrington town	\$37,708	1,088
Dash Point CDP	\$120,000	1,105
Davenport city	\$57,109	1,819
Dayton city	\$50,313	2,656
Deep River CDP	\$41,563	186
Deer Park city	\$52,429	4,119
Deming CDP	-	164
Des Moines city	\$70,222	31,734
Desert Aire CDP	\$66,127	2,712
Disautel CDP	\$21,736	25
Dixie CDP	\$58,750	190
Dollars Corner CDP	\$98,607	699
Donald CDP	-	0
Douglas County	\$62,951	42,023

Place	MHI	Population
Duluth CDP	\$78,068	1,314
DuPont city	\$90,298	9,435
Duvall city	\$159,597	7,901
East Cathlamet CDP	\$46,188	512
East Port Orchard CDP	\$64,375	5,407
East Renton Highlands CDP	\$105,755	11,842
East Wenatchee city	\$54,223	13,960
Eastmont CDP	\$111,482	21,733
Easton CDP	\$77,500	361
Eatonville town	\$67,670	2,981
Edgewood city	\$100,110	11,264
Edison CDP	\$142,115	147
Edmonds city	\$89,229	42,040
Elbe CDP	-	53
Electric City city	\$66,154	894
Elk Plain CDP	\$70,041	15,167
Ellensburg city	\$39,645	20,167
Elma city	\$46,228	3,277
Elmer City town	\$51,875	298
Endicott town	\$38,438	304
Enetai CDP	\$73,250	1,921
Entiat city	\$65,174	1,029
Enumclaw city	\$61,010	11,879
Ephrata city	\$54,587	8,072
Erlands Point-Kitsap Lake CDP	\$60,910	3,116
Eschbach CDP	\$86,957	352
Esperance CDP	\$99,063	4,204
Everett city	\$60,759	109,766
Everson city	\$57,636	2,705
Fairchild AFB CDP	\$67,656	3,336
Fairfield town	\$51,696	596
Fairwood CDP (King County)	\$97,398	19,962
Fairwood CDP (Spokane County)	\$63,997	8,669
Fall City CDP	\$105,160	2,426

Place	MHI	Population
Farmington town	\$49,306	125
Federal Way city	\$67,347	96,526
Felida CDP	\$128,833	8,959
Fern Prairie CDP	\$80,563	1,958
Ferndale city	\$73,074	14,043
Ferry County	\$41,939	7,578
Fife city	\$66,144	10,096
Fife Heights CDP	\$113,241	2,368
Finley CDP	\$73,196	6,021
Fircrest city	\$80,839	6,795
Five Corners CDP	\$71,802	18,908
Fobes Hill CDP	\$114,875	2,984
Fords Prairie CDP	\$72,394	2,662
Forks city	\$38,984	3,828
Fort Lewis CDP	\$42,157	13,054
Four Lakes CDP	-	490
Fox Island CDP	\$105,750	3,918
Franklin County	\$63,584	92,009
Frederickson CDP	\$89,012	22,994
Freeland CDP	\$72,669	2,154
Friday Harbor town	\$53,676	2,426
Garfield County	\$55,900	2,230
Garfield town	\$48,571	622
Garrett CDP	\$70,184	1,280
Geneva CDP	\$75,039	2,460
George city	\$45,000	745
Gig Harbor city	\$84,335	9,854
Glacier CDP	-	154
Gleed CDP	\$66,997	2,808
Glenwood CDP	\$43,438	254
Gold Bar city	\$68,500	1,858
Goldendale city	\$47,000	3,459
Gorst CDP	-	235
Graham CDP	\$86,943	28,976
Grand Coulee city	\$40,809	1,067
Grand Mound CDP	\$57,031	3,373

Place	MHI	Population
Grandview city	\$49,002	11,116
Granger city	\$49,958	3,756
Granite Falls city	\$70,563	3,737
Grant County	\$55,556	95,502
Grapeview CDP	\$85,179	784
Grayland CDP	\$42,708	722
Grays Harbor County	\$51,240	72,779
Grays River CDP	\$65,714	269
Green Bluff CDP	\$163,063	402
Greenwater CDP	-	56
Hamilton town	\$56,667	297
Hansville CDP	\$71,131	3,413
Harrah town	\$57,917	613
Harrington city	\$31,964	409
Hartline town	\$73,393	179
Hat Island CDP	-	63
Hatton town	\$33,250	184
Hazel Dell CDP	\$61,520	21,196
Herron Island CDP	\$56,250	37
High Bridge CDP	\$126,905	3,148
Hobart CDP	\$107,818	7,262
Hockinson CDP	\$113,520	5,355
Hogans Corner CDP	-	70
Home CDP	\$66,250	1,477
Hoodsport CDP	-	134
Hoquiam city	\$45,667	8,495
Humptulips CDP	-	243
Hunts Point town	\$250,000	389
Ilwaco city	\$37,734	1,034
Inchelium CDP	\$36,146	326
Index town	\$70,625	173
Indianola CDP	\$75,583	3,524
lone town	\$42,813	375
Island County	\$68,604	82,866
Issaquah city	\$109,676	37,965
Jamestown CDP	-	395
Jefferson County	\$55,127	31,285

Place	MHI	Population
Junction City CDP	-	0
Kahlotus city	\$51,250	215
Kalama city	\$62,969	2,629
Kapowsin CDP	\$100,909	129
Kayak Point CDP	\$97,813	1,704
Keller CDP	\$27,292	210
Kelso city	\$39,044	12,123
Kendall CDP	-	18
Kenmore city	\$109,810	22,724
Kennewick city	\$59,533	81,479
Kent city	\$72,062	131,118
Ketron Island CDP	-	0
Kettle Falls city	\$45,337	1,769
Key Center CDP	\$78,924	3,806
Keyport CDP	\$48,319	430
King County	\$94,974	2,195,502
Kingston CDP	\$64,423	2,193
Kirkland city	\$117,190	89,438
Kitsap County	\$75,411	265,882
Kittitas city	\$46,319	1,503
Kittitas County	\$56,004	45,897
Klickitat CDP	\$36,050	243
Klickitat County	\$55,773	21,721
Krupp (Marlin) town	-	54
La Center city	\$99,094	3,219
La Conner town	\$47,813	934
La Grande CDP	-	39
Lacey city	\$67,687	49,248
LaCrosse town	\$42,708	332
Lake Bosworth CDP	\$118,846	935
Lake Cassidy CDP	\$99,531	3,602
Lake Cavanaugh CDP	-	179
Lake Forest Park city	\$126,750	13,430
Lake Goodwin CDP	\$96,078	3,775
Lake Holm CDP	\$132,386	3,331

Place	MHI	Population
Lake Ketchum CDP	\$72,250	889
Lake Marcel-Stillwater CDP	\$145,104	1,360
Lake McMurray CDP	\$106,250	154
Lake Morton-Berrydale CDP	\$102,458	11,001
Lake Roesiger CDP	\$72,139	648
Lake Shore CDP	\$88,279	7,599
Lake Stevens city	\$93,381	32,487
Lake Stickney CDP	\$81,765	10,230
Lake Tapps CDP	\$116,942	12,838
Lakeland North CDP	\$93,413	12,867
Lakeland South CDP	\$79,183	13,434
Lakeview CDP	\$44,875	1,044
Lakewood city	\$51,972	60,111
Lamont town	\$37,500	57
Langley city	\$52,188	1,094
Larch Way CDP	\$93,523	3,851
Latah town	\$55,250	146
Laurier CDP	-	0
Leavenworth city	\$55,275	2,375
Lebam CDP	-	87
Lewis County	\$53,484	78,145
Lewisville CDP	\$96,202	1,721
Liberty Lake city	\$76,353	9,836
Lincoln County	\$54,631	10,574
Lind town	\$58,750	571
Lochsloy CDP	\$86,133	2,973
Lofall CDP	\$95,296	1,973
Long Beach city	\$30,266	1,468
Longbranch CDP	\$53,220	3,974
Longview city	\$44,957	37,520
Longview Heights CDP	\$66,442	3,803
Loomis CDP	\$55,982	107
Loon Lake CDP	\$51,875	780
Lower Elochoman CDP	\$112,308	297

Place	MHI	Population
Lyle CDP	\$42,143	464
Lyman town	\$76,250	437
Lynden city	\$66,085	14,281
Lynnwood city	\$63,743	38,143
Mabton city	\$42,378	2,087
Machias CDP	\$95,179	981
Malden town	\$38,500	293
Malo CDP	-	50
Malone CDP	\$73,750	524
Malott CDP	\$39,271	840
Maltby CDP	\$124,857	11,972
Manchester CDP	\$80,045	5,673
Mansfield town	\$41,667	343
Manson CDP	\$48,860	1,336
Maple Falls CDP	-	146
Maple Heights-Lake Desire CDP	\$109,457	3,641
Maple Valley city	\$114,159	26,352
Maplewood CDP	\$105,339	5,072
Marblemount CDP	-	68
Marcus town	\$28,571	113
Marietta-Alderwood CDP	\$50,808	4,086
Markham CDP	-	140
Marrowstone CDP	\$51,429	831
Martha Lake CDP	\$102,316	21,129
Maryhill CDP	-	62
Marysville city	\$80,453	68,633
Mason County	\$57,634	63,804
Mattawa city	\$52,031	4,715
May Creek CDP	\$70,313	766
McChord AFB CDP	\$56,495	3,381
McCleary city	\$48,953	2,061
McKenna CDP	-	892
McMillin CDP	\$94,583	1,551
Mead CDP	\$66,390	7,114
Meadow Glade CDP	\$118,409	2,859

Place	MHI	Population
Meadowdale CDP	\$114,891	3,151
Medical Lake city	\$60,295	4,938
Medina city	\$212,337	3,267
Mercer Island city	\$147,566	25,675
Mesa city	\$50,000	543
Metaline Falls town	\$23,750	208
Metaline town	\$63,750	105
Methow CDP	\$92,750	122
Midland CDP	\$50,845	10,005
Mill Creek city	\$103,750	20,553
Mill Creek East CDP	\$133,794	24,291
Millwood city	\$56,364	1,629
Milton city	\$74,394	7,715
Mineral CDP	\$17,313	205
Minnehaha CDP	\$84,568	12,353
Mirrormont CDP	\$125,453	3,780
Moclips CDP	-	47
Monroe city	\$85,896	18,865
Monroe North CDP	\$106,371	1,738
Montesano city	\$66,066	3,957
Morton city	\$41,154	1,013
Moses Lake city	\$51,272	23,056
Moses Lake North CDP	\$36,761	4,526
Mossyrock city	\$31,438	684
Mount Vernon city	\$62,056	35,026
Mount Vista CDP	\$84,901	9,544
Mountlake Terrace city	\$72,955	21,210
Moxee city	\$59,297	4,012
Mukilteo city	\$108,536	21,336
Naches town	\$61,528	627
Napavine city	\$53,945	1,753
Naselle CDP	\$49,760	421
Navy Yard City CDP	\$57,333	3,064
Neah Bay CDP	\$36,750	1,049
Neilton CDP	\$53,681	281

Place	MHI	Population
Nespelem Community CDP	\$50,357	180
Nespelem town	\$37,500	196
Newcastle city	\$129,828	11,750
Newport city	\$33,494	2,071
Nile CDP	-	73
Nisqually Indian Community CDP	\$59,583	631
Nooksack city	\$65,104	1,724
Normandy Park city	\$89,313	6,670
North Bend city	\$114,840	6,983
North Bonneville city	\$64,952	1,126
North Fort Lewis CDP	\$66,302	6,355
North Lynnwood CDP	\$73,565	23,620
North Marysville CDP	-	142
North Omak CDP	\$35,417	437
North Puyallup CDP	\$56,114	1,930
North Sultan CDP	\$96,750	237
North Yelm CDP	\$56,758	3,365
Northport town	\$27,708	363
Northwest Stanwood CDP	-	126
Oak Harbor city	\$55,647	23,089
Oakesdale town	\$61,375	458
Oakville city	\$46,196	561
Ocean City CDP	\$72,994	213
Ocean Park CDP	\$43,125	1,745
Ocean Shores city	\$46,144	5,975
Odessa town	\$41,597	988
Okanogan city	\$45,976	2,587
Okanogan County	\$47,240	41,842
Olympia city	\$59,878	51,534
Omak city	\$40,714	4,774
Onalaska CDP	\$35,383	544
Orchards CDP	\$73,417	24,335
Orient CDP	\$23,661	82

Place	MHI	Population
Oroville city	\$32,598	2,036
Orting city	\$80,700	8,012
Oso CDP	-	326
Othello city	\$47,243	8,100
Otis Orchards-East Farms CDP	\$73,996	6,466
Outlook CDP	-	48
Oyehut CDP	-	0
Pacific Beach CDP	-	278
Pacific city	\$60,565	7,215
Pacific County	\$46,733	21,688
Packwood CDP	\$32,115	315
Palouse city	\$66,250	1,028
Parker CDP	-	74
Parkland CDP	\$55,346	37,303
Parkwood CDP	\$60,051	7,113
Pasco city	\$62,775	72,899
Pateros city	\$60,078	653
Pe Ell town	\$61,250	555
Peaceful Valley CDP	\$30,292	4,123
Pend Oreille County	\$50,591	13,377
Picnic Point CDP	\$107,500	9,064
Pierce County	\$72,113	877,013
Pine Grove CDP	\$66,583	158
Point Roberts CDP	\$43,510	1,116
Pomeroy city	\$43,810	1,263
Port Angeles city	\$47,256	19,832
Port Angeles East CDP	\$47,927	3,231
Port Gamble Tribal Community CDP	\$65,313	914
Port Hadlock-Irondale CDP	\$58,255	3,219
Port Ludlow CDP	\$60,192	2,828
Port Orchard city	\$69,962	14,062
Port Townsend city	\$51,389	9,551
Porter CDP	-	122
Poulsbo city	\$73,388	10,602

Place	MHI	Population
Prairie Heights CDP	\$100,327	4,187
Prairie Ridge CDP	\$85,536	11,994
Prescott city	\$38,594	328
Prosser city	\$50,164	6,202
Puget Island CDP	\$63,958	1,118
Pullman city	\$31,487	33,598
Purdy CDP	\$68,611	1,439
Puyallup city	\$73,248	40,991
Queets CDP	\$45,000	192
Quilcene CDP	\$55,956	697
Qui-nai-elt Village CDP	-	50
Quincy city	\$58,919	7,646
Raft Island CDP	\$179,306	434
Rainier city	\$69,688	2,385
Ravensdale CDP	\$89,306	1,773
Raymond city	\$49,034	2,918
Reardan town	\$43,125	446
Redmond city	\$132,188	65,558
Renton city	\$77,739	101,484
Republic city	\$31,742	1,182
Richland city	\$77,686	56,399
Ridgefield city	\$96,836	7,767
Ritzville city	\$40,550	1,680
River Road CDP	\$82,333	694
Riverbend CDP	\$98,828	2,562
Riverside town	\$33,056	287
Rochester CDP	\$84,766	3,126
Rock Island city	\$48,611	953
Rockford town	\$55,417	405
Rockport CDP	-	40
Rocky Point CDP	\$75,227	1,596
Ronald CDP	-	103
Roosevelt CDP	\$62,813	117
Rosalia town	\$51,146	608
Rosburg CDP	\$64,750	416
Rosedale CDP	\$104,231	4,472
Roslyn city	\$44,886	539

Place	MHI	Population
Roy city	\$50,438	779
Royal City city	\$38,315	1,687
Ruston town	\$90,833	1,156
Ryderwood CDP	\$36,341	503
Salmon Creek CDP	\$79,593	20,956
Sammamish city	\$174,003	64,674
San Juan County	\$63,622	16,788
Santiago CDP	-	32
Satsop CDP	\$61,250	646
Seabeck CDP	\$75,625	885
SeaTac city	\$63,009	29,019
Seattle city	\$92,263	724,305
Sedro-Woolley city	\$60,863	11,739
Sekiu CDP	-	62
Selah city	\$58,120	7,856
Sequim city	\$40,155	7,248
Shadow Lake CDP	\$110,625	2,434
Shelton city	\$40,809	10,167
Shoreline city	\$86,827	56,267
Silvana CDP	-	14
Silver Firs CDP	\$131,337	22,358
Silverdale CDP	\$77,299	21,677
Sisco Heights CDP	\$106,056	2,754
Skagit County	\$67,028	125,612
Skamania County	\$65,181	11,753
Skamokawa Valley CDP	-	325
Skokomish CDP	\$45,833	609
Skykomish town	\$45,500	121
Snohomish city	\$71,800	9,976
Snohomish County	\$86,691	798,808
Snoqualmie city	\$145,580	13,480
Snoqualmie Pass CDP	-	332
Soap Lake city	\$32,826	1,551
South Bend city	\$41,250	1,500
South Cle Elum	\$58,571	653

Place	MHI	Population
town		
South Creek CDP	\$52,095	2,636
South Hill CDP	\$86,568	60,172
South Prairie town	\$85,313	325
South Wenatchee CDP	\$49,231	1,821
Southworth CDP	\$81,000	2,224
Spanaway CDP	\$71,659	32,575
Spangle city	\$46,875	198
Spokane city	\$50,306	217,353
Spokane County	\$56,904	505,505
Spokane Valley city	\$51,961	97,562
Sprague city	\$40,104	484
Springdale town	\$39,875	392
St. John town	\$56,635	627
Stansberry Lake CDP	\$96,750	2,634
Stanwood city	\$75,767	7,068
Starbuck town	\$35,417	137
Startup CDP	-	573
Steilacoom town	\$82,330	6,303
Steptoe CDP	\$75,000	190
Stevens County	\$51,775	44,655
Stevenson city	\$57,500	1,530
Sudden Valley CDP	\$86,064	8,072
Sultan city	\$79,023	5,166
Sumas city	\$55,225	1,703
Summit CDP	\$77,247	8,946
Summit View CDP	\$73,292	8,475
Summitview CDP	\$74,938	960
Sumner city	\$63,043	10,053
Sunday Lake CDP	\$98,036	613
Sunnyside city	\$42,780	16,559
Sunnyslope CDP	\$97,882	3,704
Suquamish CDP	\$64,509	4,395
Swede Heaven CDP	\$76,313	1,297
Tacoma city	\$62,358	212,869

Place	MHI	Population
Taholah CDP	\$32,500	665
Tampico CDP	\$28,750	84
Tanglewilde CDP	\$73,917	7,270
Tanner CDP	\$159,773	985
Tekoa city	\$55,000	731
Tenino city	\$54,917	1,716
Terrace Heights CDP	\$60,669	8,507
Thorp CDP	\$44,091	241
Three Lakes CDP	\$119,583	3,480
Thurston County	\$72,003	279,711
Tieton city	\$45,852	1,686
Tokeland CDP	\$37,500	200
Toledo city	\$57,014	654
Tonasket city	\$36,008	1,214
Toppenish city	\$50,089	8,873
Torboy CDP	-	105
Touchet CDP	\$81,845	449
Town and Country CDP	\$63,704	5,090
Tracyton CDP	\$69,883	5,556
Trout Lake CDP	\$64,671	624
Tukwila city	\$58,097	20,196
Tumwater city	\$69,685	22,974
Twin Lakes CDP	\$27,750	69
Twisp town	\$48,750	982
Union CDP	-	428
Union Gap city	\$41,310	6,163
Union Hill-Novelty Hill CDP	\$150,239	21,992
Uniontown town	\$68,063	306
University Place city	\$71,697	33,326
Upper Elochoman CDP	\$101,000	85
Vader city	\$46,042	880
Valley CDP	\$43,750	104
Vancouver city	\$61,714	180,556
Vantage CDP	-	22
Vashon CDP	\$78,966	10,291
Vaughn CDP	\$126,250	697

Place	MHI	Population
Venersborg CDP	\$118,889	4,227
Verlot CDP	-	651
Wahkiakum County	\$53,227	4,268
Waitsburg city	\$63,167	1,243
Walla Walla city	\$50,550	32,793
Walla Walla County	\$57,858	60,365
Walla Walla East CDP	\$78,889	2,015
Waller CDP	\$83,438	7,647
Wallula CDP	\$37,557	342
Wapato city	\$40,772	5,041
Warden city	\$38,833	2,756
Warm Beach CDP	\$99,375	2,603
Washougal city	\$91,100	15,769
Washtucna town	\$46,667	195
Waterville town	\$59,830	1,513
Wauna CDP	\$83,700	4,294
Waverly town	\$38,125	107
Wenatchee city	\$53,167	34,188
West Clarkston-Highland CDP	\$46,526	5,830
West Pasco CDP	\$105,104	1,731
West Richland city	\$99,817	14,495
West Side Highway CDP	\$69,805	6,089
Westport city	\$42,439	1,817
Whatcom County	\$62,984	220,821
Whidbey Island Station CDP	\$32,098	2,371
White Center CDP	\$58,704	15,834
White Salmon city	\$55,652	2,554
White Swan CDP	\$45,962	851
Whitman County	\$42,745	49,231
Wilbur town	\$46,923	779
Wilderness Rim CDP	\$117,886	1,633
Wilkeson town	\$82,344	516
Willapa CDP	\$47,750	160

Place	MHI	Population
Wilson Creek town	\$33,750	188
Winlock city	\$50,240	1,791
Winthrop town	\$46,765	386
Wishram CDP	\$31,250	529
Wollochet CDP	\$99,077	6,365
Woodinville city	\$106,145	12,383
Woodland city	\$58,710	6,071
Woods Creek CDP	\$106,364	5,706
Woodway city	\$194,904	1,105
Yacolt town	\$74,318	1,590
Yakima city	\$44,950	93,413
Yakima County	\$51,637	249,697
Yarrow Point town	\$250,000	1,202
Yelm city	\$75,000	8,985
Zillah city	\$63,667	3,116

Appendix F: Project Outcomes Metrics Table

The metrics table is for on-the-ground activities such as construction or acquisition that is proposed with 2023-25 funding. Design activities do not need to be included in the metrics. This application only need to include information about project activities that are to be done as part of the 2023-25 funding cycle.

Table 4 shows an example of a project outcomes metrics table for a project with construction element.

Table 4

Project Outcome Measure	How to Measure Outcome	Unit of Measure	GIS Polygon Required?	Amount	Methodology
Floodplain or estuary area restored	Calculate the project footprint of enlarged available floodplain area that is restored and/or reconnected. *Please provide a GIS polygon showing this area.	Acres	Yes	14 acres	Area of land acquired between original levee and setback levee
Overall river ecosystem functions improved	The total river length where floodplain area and/or river complexity improvements are being made. *Please provide a GIS polygon showing this area.	Miles	Yes	.8 miles	Length of river with expanded riparian buffer
Area of connected floodplain protected from development (that could cause further degradation)	Calculate the project footprint of the protected floodplain area that is protected, through transfer of development rights, easements or acquisition. * Please provide a GIS polygon showing this area.	Acres	Yes	14 acres	Area of farmland conservation easement within original mapped floodplain.
Length of improved levee	Calculate the length of improved levee, to the nearest one-tenth mile (500 feet). For levee setback projects, this is the length of the new levee.	Linear Feet	No	3500 feet	Surveyed measurement
Homes or business removed from the floodplain	Count the number of homes/residences and businesses or calculate the length of infrastructure (roads, dikes, etc.) removed from the floodplain.	Count number or linear feet, as appropriate	Yes	1	Count

Project Outcome Measure	How to Measure Outcome	Unit of Measure	GIS Polygon Required?	Amount	Methodology
Area with improved flood safety	Provide acreage of area with reduced flood risk. Use the most accurate source of information available, preferably an updated flood model run or in the case of property buyouts, specific parcel data. This metric includes areas where acquisition or easements preclude development.	Acres	Yes	49 acres	Area with reduced flood occurrence rate and/or flood elevation per updated flood model run.
Number of people with reduced flood risk	Provide an estimate of the population of the area with reduced flood risk. Provide a description of the method of calculating.	Number	No	18	Estimated population based on 2.5 people per residence
Value of property with reduced flood risk	Provide an estimate of the assessed value of the property with reduced flood risk based upon assessor's data or census block information. Provide a description of the method of calculating.	Dollar amount	No	\$2.9 million	Aggregated Assessor's roll building value data for building protected by new levee, building removed, and value of open space.
Area of farmland acquired (directly or by easement) and preserved for agricultural use	Calculate the acreage of farmland protected from development. *Please provide a GIS polygon showing this area.	Acres	Yes	15 acres	Area with reduced flood occurrence rate and/or flood elevation per updated flood model run.
Area with improved flood protection, drainage, irrigation or other agricultural productivity improvements	Calculate the number of farmland acres benefiting from flood, drainage, irrigation or other infrastructure improvements. Please provide a GIS polygon showing this area.	Acres	Yes	15 acres	Area with reduced flood occurrence rate and/or flood elevation per updated flood model run.

Project Outcome Measure	How to Measure Outcome	Unit of Measure	GIS Polygon Required?	Amount	Methodology
Jobs touched	Ecology will provide this information after the application is received.	x	No	x	Department of Ecology completes this section
Damage or maintenance costs abated (e.g. estimated annual levee maintenance cost savings)	Estimate flood response, flood damage, levee/road maintenance and repair, water treatment, and other future cost savings.	Dollar amount	No	\$10,000 / year annualized	Levee direct estimate based on setback levee
State, Federal, local or other sponsor funding sources	Estimate funding from other state, federal and local sources.	Dollar amount	No	\$1,000,000	\$500,000 from Corps \$500,000 from Flood Zone Control District
Trails/area opened to public	Length of new/improved trails or shoreline open space. Please provide a GIS polygon showing this area.	Linear miles or acres	Yes	.1 miles 5 acres open to public	Measurements taken from construction plans.
River access (boating, fishing, etc.) sites maintained or improved (number of sites)	Number of new or improved boat access points. Please provide a GIS polygon showing this area.	Number of sites	Yes	0	
Other benefits such as water quality (use local proponent's measures of success)	Provide specific examples – e.g. linear feet of revegetated riparian shoreline, acres of wetland, stormwater treated, etc.	Applicant defined	No	.5 acres tree planting	Measurement from landscape plan.

Appendix G: EAGL and Additional Grant Resources

[Administrative Requirements for Recipients of Ecology Grants & Loans \(2017 Yellow Book\)](#).²⁹

The Yellow Book establishes the administrative requirements for Recipients of all Ecology grants and loans, including the 2023-25 FbD grant agreements. Topics include financial management, expenditure and income reporting, contracting, and record retention.

[EAGL External Users' Manual](#)³⁰ for guidance using Ecology's EAGL online grant and loan system.

[Ecology's Grants and Loans Resources website](#)³¹ for general Ecology grant and loans guidance, including EAGL training tools and resources.

Environmental Data. If grant and loan projects involve collecting and monitoring environmental data, Recipients may be required to create Quality Assurance Project Plans (QAPPs) and enter information in Ecology's Environmental Information Management (EIM) database per Ecology's standards. Recipients are responsible for ensuring the QAPP and EIM processes are complete if applicable. Grant reimbursement may be withheld if these requirements are necessary and incomplete.

- **Quality Assurance Project Plan (QAPP).** If grant projects involve *collecting* environmental data, Recipients are required to create QAPPs per Ecology's standards. For more information, see [Ecology's QAPP guidance for grantees website](#).³²
- **Environmental Information Management (EIM).** If grant projects involve environmental *monitoring* data, Recipients are required to submit data in the EIM online database per Ecology's standards. For more information, see [Ecology's EIM website](#).³³

²⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>

³⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/1701015.html>

³¹ <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance>

³² <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>

³³ <https://ecology.wa.gov/Research-Data/Data-resources/Environmental-Information-Management-database>

Appendix H: Draft Full FbD Grant Application

October, 2021

Section A: Executive Summary

1. Overall Watershed and Reach Scale Context
 - a. Summary: Provide a one-page bulleted high-level description of the integrated floodplain goals and expected outcomes, strategies, status of your collaboration, and the cost for the overall watershed-scale proposal and for each reach scale component of the overall proposal.
 - b. Map: Provide an 11X17" watershed scale map showing the general location of current, past, and future projects that contribute to your integrated approach throughout the watershed. This can be a single project if it is not being explicitly coordinated with any other watershed projects or actions.
 - c. Map: For each reach, provide a map showing the location of current, past, and future projects throughout the reach that contribute to your integrated approach. If your project is a single one-time project show its location in the reach in which tis located.
2. Scope of Work Summary
 - a. Summary: Provide a one-page summary of the scope of work proposed forfunding in this grant round.
 - b. Table: Fill out Scope of Work task table including both capital tasks and tasks that support project development.
3. Site-Scale Capital Projects
 - a. Summary: For each capital project site relevant to your current proposal, provide a 1-page bulleted description of goals and expected outcomes, strategies, status of your collaboration, and costs. Ensure the references to tasks are consistent with how they are numbered/identified in the Scope of Work Summary and applicable maps.
 - b. Map: Provide a one-page site-specific project map showing the capital action with flow direction noted along with project actions identified.

Section B: Integration and Strategy

4. Overview of Approach to Floodplain Integration: This section is an opportunity to provide reviewers information to better evaluate the proposal within a larger context or story.
 - a. Select the scale(s) at which integrated floodplain work is occurring that resulted in this proposal:
 - Watershed
 - Multi-reach
 - Reach

- Site-specific
- b. Check which integrated approach best describes your overall effort:
 - Integrated capital project(s)
 - Integrated capital program – reach scale(s)
 - Integrated capital program – watershed scale
 - Integrated floodplain management



- c. Check the boxes in the Elements of Integrated Projects or Elements of Integrated Management that best describes your efforts.

5. Overview of Strategies and Outcomes

a. Collective goals:

- What integrated floodplain goals and outcomes are your community trying to achieve and at what scale?

b. Collective Strategies and Actions:

- Describe the flood hazard risk reduction, ecosystem protection and restoration and other community strategies (i.e. strategy to support agricultural viability) and actions being pursued, at the watershed and reach scale.

c. Context for cost effectiveness:

- Describe the design lifetime of your overall floodplain approach. How do your flood hazard risk reduction, ecosystem protection and restoration or other community interest strategies and actions account for expected changes to hydrology, sediment regimes or other significant changes expected on the landscape such as extreme weather events or growth?

6. Scored Information

a. Collaboration, Participants, and Institutional Structures (30 points)

- Describe the current status of collaboration, participants, and/or institutional structures (as noted in the Elements of Integration document) that support the tasks put forward in this proposal and implementation if funds are received. Which water/flood management and salmon recovery authorities and agricultural organizations are supportive of this project? (300 words)

b. Level of Integration (30 points)

- Describe why this specific proposal is a timely approach to advancing action consistent with your integrated goals and strategies described in Section A and in question 5. What gains do you expect to see at the end of 2-3 years as a result of this funding? (300 words)

c. Flood Hazard Risk Reduction (60 points)

- At the watershed, reach and/or site-scale, describe the flood hazard and frequency for flood risk. Quantify the risk where possible.
- Demonstrate the ability of the overall strategies and actions, at the watershed, reach and/or site scale, to address the flood hazard while avoiding increasing development in flood hazard areas and adverse ecological impacts.
- List the tasks in this application that are consistent with delivering these results.
- If there are no tasks in this application specific to flood hazard reduction:
 - Describe how the investments proposed in this proposal leverage other resources to reduce flood risk or why tasks specific to flood hazard risk reduction are strategically sequenced to occur later in time.
 - Describe your strategy and confidence that later actions will be funded and implemented.

d. Floodplain Ecosystem Protection or Restoration (60 points)

- At the watershed and reach scale, briefly describe the ecological and habitat status of floodplain areas and the key limiting factors for salmon and other key species of concern.
- Describe the specific actions proposed that will support salmon recovery priorities in your watershed and/or reach area. In particular, describe how your project benefits listed salmon populations and/or salmon populations that benefit Tribal treaty rights. Describe efforts you have taken to coordinate and seek the support of local Tribal interests in your region. A letter of support from your respective Lead Entity stating that the strategies and actions are consistent with and support priority salmon recovery goals, limiting factors, or other high priority salmon recovery actions in your project area is highly encouraged. The support letter should be placed in the Upload section of the full application. An application without a support letter from your respective Lead Entity will be considered less competitive
- Describe, and where possible quantify, the beneficial ecological impact provided by the strategies and actions at the watershed, reach and/or site scale.

- List the tasks in this application that are consistent with delivering these results.
- If there are no tasks in this application specific to ecosystem protection or restoration:
 - Describe how the investments proposed in this proposal leverage other resources to protect or restore floodplain ecosystems or why tasks to protect or restore floodplain ecosystems are strategically sequenced to occur later in time.
 - Describe your strategy and confidence that later actions will be funded and implemented.

e. Ag benefits (in ag areas only) (30 points)

- At the watershed, reach scale, and/or site scale describe the presence and type of agriculture in the area of the proposed actions and the surrounding adjacent lands, and the identified needs for preserving and improving agricultural viability. If the region does not have an agricultural viability or resilience plan that identifies or documents needs, you can identify needs via conversations with producers, conservation districts, and other agricultural organizations.
- Describe the benefits of your strategies and actions for agricultural viability in your watershed. Specifically describe what agricultural needs your project addresses.
- List the tasks in this application that are consistent with delivering these results.
- If there are no tasks in this application specific to agricultural benefits:
 - Describe how the investments proposed in this application leverage other resources to preserve and improve agricultural viability or why tasks specific to agricultural viability are strategically sequenced to occur later in time.
 - Describe how you determined that no negative impacts to agricultural lands will be accomplished and what other agricultural entities were consulted.
 - Describe your strategy and confidence that later actions to improve agricultural viability will be funded and implemented.

f. Other relevant benefits (30 points)

- At both the watershed and reach scale, describe the status of other community interests (such as water quality, public open space/recreation access, economic development, or other important local values) that are relevant to your integrated floodplain management effort.

- Describe how your strategies and actions maintain or improve these community interests. List the tasks in this application that are consistent with delivering these results.
- If there are no tasks in this application specific to other relevant community benefits:
 - Describe how the investments proposed in this proposal leverage other resources to maintain or improve community interests or why tasks specific to other benefits are strategically sequenced to occur later in time.
 - Describe your strategy and confidence that later actions will be funded and implemented.

Section C: Scope of Work

6. Scope of Work Summary (automatically included from Section A above for ease of review)
7. Task Detail
 - a. Number
 - b. Title
 - c. Is this a:
 - Capital action
 - Capital program with a number of capital actions
 - Project pipeline activity
 - d. Is this task part of a phased project or phased program? Y/N
 - If Yes, what phase(s) is the project currently in?
 - Pre-design: early conceptualization, planning
 - Acquisition
 - Pre-design
 - Design
 - Permits
 - Implementation
 - e. Task Description
 - f. Estimated Task Deliverables, Descriptions and Anticipated Due Date (table)
 - g. Task Budget and Costs
 - h. Readiness to proceed:

- shovel ready
- acquisition ready
- design ready
- appraisal ready
- staff capacity ready (for project pipeline activities)

i. Describe who will coordinate or lead the task

8. Cost Effectiveness and Budget – (10 points)

- a. Provide a detailed budget explanation by task, budget documentation, and methods to develop budget.
- b. Describe how this is an appropriate scope of work. Demonstrate that necessary work has been budgeted for and contingencies have been identified and planned for.

9. Readiness to Proceed – (30 points)

- a. Describe your readiness to proceed with your actions as soon as funding is received. Consider contracting, potential unexpected delays (permitting, changes in landowner willingness, etc.).
- b. If the proposal includes land acquisition, conservation easements, or other real estate related actions, describe the current state of the transactions. Possible responses include but aren't limited to; No landowner contact, landowner contacted and willing, purchase and sale agreement pending, purchase and sale agreement in place, land already owned by grant Recipient or other committed partner, etc.
- c. Describe if you have other options consistent with your watershed or reach scale strategies described in Section B if the proposed tasks are unable to be implemented.

If you currently have unspent FbD funds granted in 2015 or prior, please describe why these funds remain unspent, and what changes have been made for this proposal to ensure funds are spent in a timely manner

10. Outcomes, Leverage and Public Benefit – (30 points)

- a. Given the goals and strategies of your collaboration and the tasks described and summarized above, describe overall how your proposal represents a good investment of public funds.
- b. Describe the other (non-FbD) funding sources or previous investments (e.g. land purchases) that will contribute to this project. Provide dollar amounts and how the funds or other investments create a more successful project.

Section D: Appendices

11. In one page or less, summarize all attachments to your application and how they support the information included in the application. For larger attachments, direct the reviewer to specific pages.

12. Required

- a. Letters of Support from Lead Entities, relevant Tribes, authorities and other partners. It is also highly encouraged (but not required) that you include any documentation of landowner contact, landowner willingness to sell, pending purchase and sale agreements, and other property acquisition-related actions.

13. Project measures/metrics are required to be submitted in this section. Other items are optional and as needed in addition to application: submit one document each for the following categories:

- a. Project measures/metrics (reference [Appendix F](#) in the Funding Guidelines for the required metrics information)
- b. Phased project table to track past, current, expected and future funding
- c. Designs
- d. Permits
- e. Landowner agreements
- f. Additional task or sub-task cost estimates
- g. Photos

Table 5

Summary Task Table.

Task	Description ⁺	Type of Project	Total Cost	Eligible Cost	Other Funders - Leverage	Other Funders - Match	FbD - Funded Outcomes ⁺	Total Outcomes [*]
		Capital Action Project Pipeline			<input type="checkbox"/> State \$ <input type="checkbox"/> Federal \$ <input type="checkbox"/> Local \$ <input type="checkbox"/> Private \$	<input type="checkbox"/> State \$ <input type="checkbox"/> Federal \$ <input type="checkbox"/> Local \$ <input type="checkbox"/> Private \$		

⁺ 2-3 short sentences; include scale if relevant (site-specific, reach, watershed)

^{*} Use FbD Metrics where possible